

Xerox[®] WorkCentre 3550

User Guide



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Getting Started

1

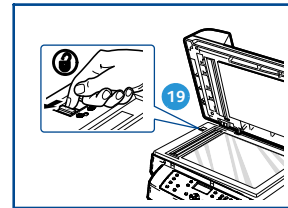
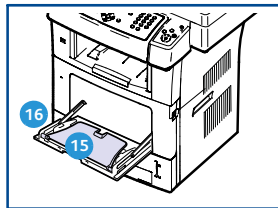
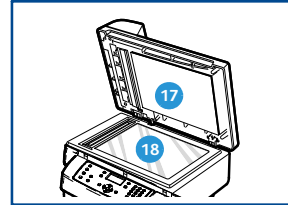
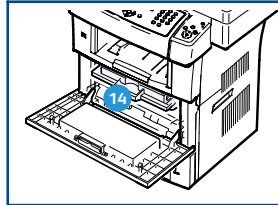
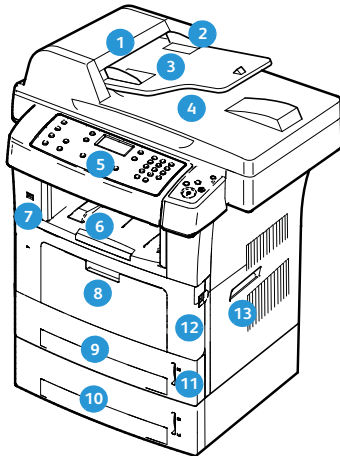
This chapter includes:

- [Machine Overview](#) on page 8
- [Powering on the Machine](#) on page 11
- [Control Panel Overview](#) on page 12
- [Supplied Software](#) on page 16
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Machine Overview

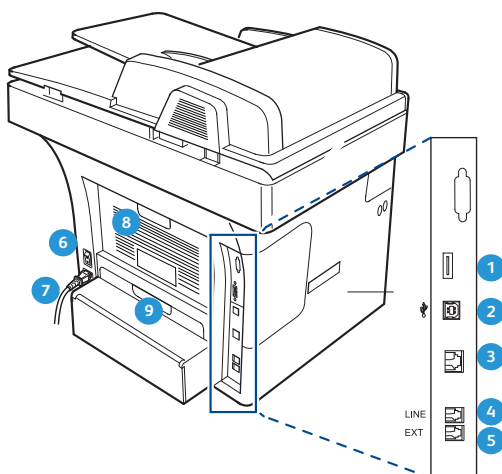
Before you use your machine, take some time to familiarize yourself with the various features and options.

Front View



- | | |
|--------------------------------|-----------------------------------|
| 1 Document Feeder Cover | 11 Paper Level Indicator |
| 2 Document Feeder Width Guides | 12 Front Door |
| 3 Document Feeder Input Tray | 13 Handle |
| 4 Document Feeder Output Tray | 14 Print Cartridge |
| 5 Control Panel | 15 Bypass Tray Extension |
| 6 Output Tray | 16 Bypass Tray Paper Width Guides |
| 7 USB Memory Port | 17 Document Glass Cover |
| 8 Bypass Tray | 18 Document Glass |
| 9 Tray 1 | 19 Scanner Lock Switch |
| 10 Tray 2 (Optional) | |

Rear View



- | | |
|------------------------------------|----------------|
| 1 Card Reader Slot | 6 Power Switch |
| 2 USB Port | 7 Power Cord |
| 3 Network Port | 8 Rear Door |
| 4 Telephone Line Socket | 9 Duplex Unit |
| 5 Extension Telephone Socket (Ext) | |

Machine Components

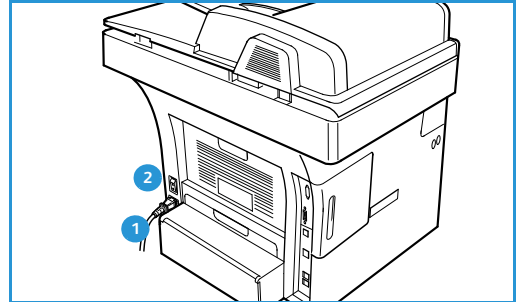
Component	Xerox WorkCentre 3550
Document Feeder (60 sheets)	Standard
Paper Tray 1 (500 sheets)	Standard
Bypass Tray (50 sheets)	Standard
Digital Copying	Standard
Fax and Fax from PC	Standard
Network Printing	Standard
Scan and E-mail	Standard
Embedded Fax	Standard
USB Memory Device Drive	Standard
256 MB Memory Configuration	Option
Paper Tray 2 (500 sheets)	Option

Component	Xerox WorkCentre 3550
Stand	Option
Foreign Interface Device	Option

Powering on the Machine

The On/Off switch and the power inlet are at the rear of the machine.

1. Connect the **AC Power Cord** ① to the machine and a power outlet. The power cord must be plugged into a grounded power socket.
2. Press the **ON/OFF** ② switch to the ON (I) position.
3. To power OFF, press the **ON/OFF** switch to the (O) position.



Control Panel Overview



1	Copy: Activates Copy mode.
2	E-mail: Activates E-mail mode.
3	Fax: Activates Fax mode.
4	Scan: Activates Scan mode.
5	Paper Supply: Use to select a paper tray for the copy job.
6	2 Sided: Use to select whether your originals are 1 sided or 2 sided, or to produce 1 or 2 sided output.
7	Job Status: Displays job progress information.
8	Machine Status: Use to access machine information, status information, the machine serial number and to print reports.
9	Display Screen: Displays and selects all the available programming features, plus general machine information.
10	Menu: Enters Menu Mode and enables you to access options and settings.
11	Arrows: Use the up/down and left/right arrows to scroll through the options available in the selected menu, and increase or decrease values.
12	OK: Confirms the selection on the screen.
13	Back: Sends you back one level in the menu.
14	Address Book: Allows you to search for stored fax numbers or e-mail addresses.
15	Manual Dial + .com: In Fax mode this button opens the fax line. In E-mail mode this button provides access to commonly used e-mail address text, for example .com or .org. The text available can be customized using CentreWare Internet Services.
16	Pause / Redial: In standby mode it is used to redial the last number. In edit mode it is used to insert a pause into a fax number.
17	'C' Cancel Entry: Cancels the previous entry made on the keypad.
18	Keypad: Use to enter alphanumeric characters.

19	Interrupt Printing: Use to interrupt the current job to run a more urgent job.
20	Clear All: Press to clear the last selections made.
21	Power Saver: Sends the machine into power saver mode or power down. Press the button again to restart a powered off machine.
22	Stop: Pressing the Stop button once displays a confirmation message but does not stop the machine. Press Stop again to stop the job in progress. Pressing Stop also exits the Menu Mode. If you have logged in to use the machine, pressing Stop will bring up the Log Out option.
23	Start: Use to activate a job.

Using the Keypad

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or e-mail addresses in memory, you may also enter the corresponding names.

- When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.
 - For example, to enter the letter O, press 6, labeled with MNO.
 - Each time you press 6, the display shows a different letter, M, N, O, m, n, o and finally 6.
- You can enter special characters, such as @ / . & + -. Refer to [Keypad Characters](#) on page 14.
- To enter additional letters, repeat step 1. If the next letter is printed on the same button wait 2 seconds between presses, or move the cursor by pressing the right arrow button and then press the button again. The cursor will move to the right and the next letter will appear on the display. If you make a mistake while entering a number or name, press the left arrow button to delete the last digit or character. Then enter the correct number or character.
- You can enter a space by pressing 1 twice.
- When you have finished entering letters, press **OK**.



Keypad Characters

Key	Assigned Numbers, Letters or Characters
1	space @ / . ' 1
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	& + - , 0
*	*
#	#

Inserting a Pause

With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up speed dial numbers.

To insert a pause, press **Pause / Redial** at the appropriate place while entering the telephone number.

A dash [-] appears on the display at the corresponding location.



Menu Overview

The control panel provides access to various menus to setup the machine or use the machine's functions. These menus can be accessed by pressing the appropriate service button e.g. Copy, Fax or E-mail and the **Menu** button. The menu options available are as follows:

Copy Menu	Fax Menu	E-mail Menu	Scan Menu	Machine Status Menu	Job Status Menu
<ul style="list-style-type: none"> • Reduce/Enlarge • Lighten/Darken • Original Type • Background Suppression • Layout • Collation • Original Size 	<ul style="list-style-type: none"> • Lighten/Darken • Background Suppression • Resolution • Original Size • Multi Send • Delayed Start • Priority Send • Forward • Secure Receive • Add Page • Cancel Job 	<ul style="list-style-type: none"> • File Format • Lighten/Darken • Output Color • Original Type • Background Suppression • Resolution • Original Size 	<ul style="list-style-type: none"> • File Format • Lighten/Darken • Output Color • Original Type • Background Suppression • Resolution • Original Size 	<ul style="list-style-type: none"> • Machine Information • Toner Level • Information Pages • Copy Defaults • E-mail Defaults • Fax Setup • Scan Defaults • System Setup • Network Settings 	<ul style="list-style-type: none"> • Active Jobs • Job Options

Note: For some services, the machine must be in the Ready state or additional selections may be required before the **Menu** options can be accessed.

Supplied Software

After you have setup your machine and connected it to your computer, you must install the printer and scanner software. The software is supplied on the CD delivered with your machine, or can be downloaded from www.xerox.com. The following software is provided:

CD	Contents	
Printer Software CD	Windows	<ul style="list-style-type: none"> • Printer Driver: Use the printer driver to take full advantage of your printer's features. PCL6 and Postscript drivers are provided. • Postscript Printer Description (PPD) File: Use the PostScript driver to print documents with complex fonts and graphics in the PS language. • Printer Setting Utility (PSU): Use this utility to configure and check print settings. • Scanner Driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. • Status Monitor: This program allows you to monitor the machine's status and alerts you when an error occurs during printing. • Network Scan Manager: Use to change scan settings and add or delete the folders where scanned documents are saved on your computer.
Printer Software CD	Linux	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. • Postscript Printer Description (PPD) File: Use this file to run your machine from a Linux computer and print documents.
Printer Software CD	Macintosh	<ul style="list-style-type: none"> • Printer Driver: Use this driver to take full advantage of your printer's features. • Postscript Printer Description (PPD) File: Use this file to run your machine from a Macintosh computer and print documents. • Printer Setting Utility (PSU): Use this utility to configure and check print settings. • Scanner Driver: A TWAIN driver is available for scanning documents on your machine.

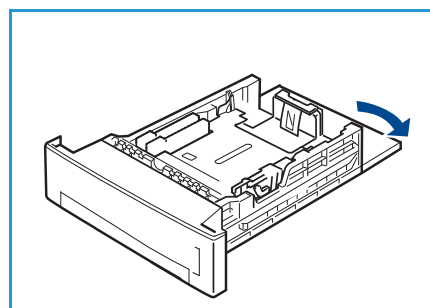
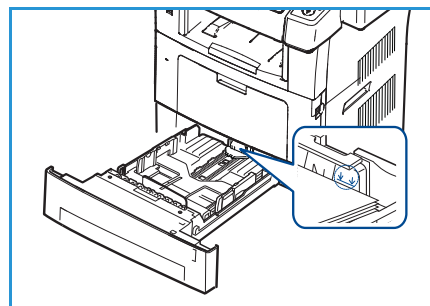
Loading Paper

1. Open the paper tray.

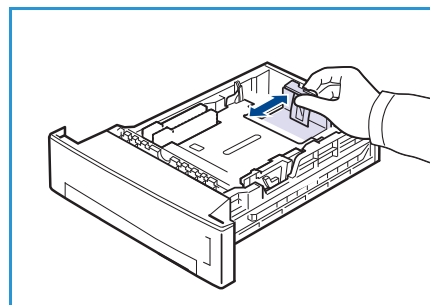
The paper level indicator on the front of the tray 1 and the optional tray 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator of the bar is completely lowered.

Note: The paper trays can each hold a maximum of 500 sheets of 20 lb (80 g/m²) bond paper. The bypass tray can hold 50 sheets 20 lb (80 g/m²) bond paper.

2. If loading Legal, Oficio and Folio open the back of the paper tray.



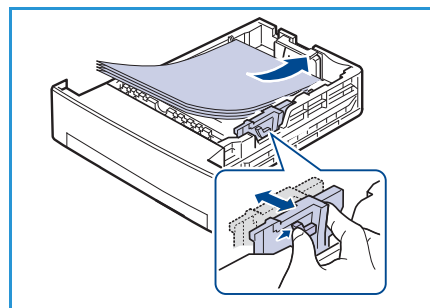
3. Squeeze the rear guide and move from the current position and into the correct position for the current paper size. Make sure the guide clicks into place.



4. Load paper into the tray. Do not fill above the *28lb (105g)* line at the rear of the tray.
5. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
6. Insert the paper tray into the machine.
7. After loading paper in the paper tray, set the paper size and type using the control panel. Press **OK** to confirm the settings or **Stop** to change the settings. These settings will apply to Copy and Fax modes.

For workstation printing, select the paper size and type in the application program you use on your workstation.

Note: The settings made from the print driver override the settings on the control panel.



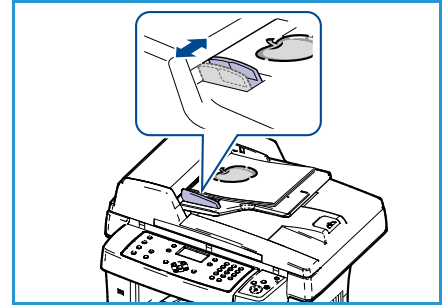
For more information on loading paper, refer to [Paper and Media](#) on page 117.

Loading Documents

Documents can be loaded either into the *document feeder* or onto the *document glass*.

Document Feeder

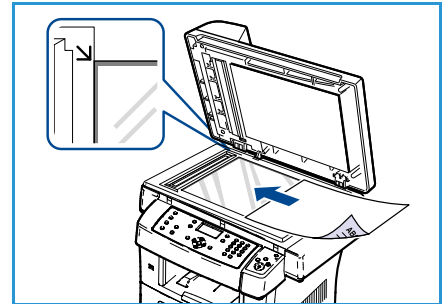
1. Load documents to be scanned face up in the input tray of the *document feeder* with the top of the document to the left or rear of the tray.
2. Move the *document guide* to just touch both sides of the document.



Document Glass

1. Open the *document feeder* and place single documents face down on the *document glass* aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to [Copy Options](#) on page 29 for further information.

Note: Documents are only scanned once even when several copies are selected.



Media Output Locations

The machine has two output locations:

- Output Tray **1** (face down)
- Rear Door **2** (face up)

The machine sends output to the Output Tray by default. If printing on envelopes and other special media, the Rear Door is recommended.

Using the Output Tray

The Output Tray collects printed paper face down, in the order in which the sheets were printed. The Output Tray should be used for most jobs.

To use the Output Tray, make sure that the Rear Door is closed.

Notes:

- If paper coming out of the Output Tray has problems, such as excessive curl, try printing to the Rear Door.
- To reduce paper jams, do not open or close the Rear Door while the printer is printing.

Using the Rear Door

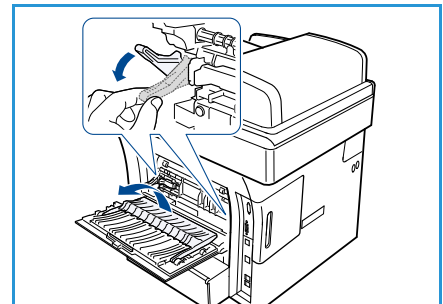
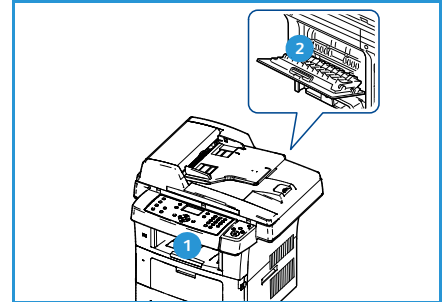
Using the Rear Door, paper comes out of the machine face up. Printing from the Bypass Tray to the Rear Door provides a straight paper path. Using the Rear Door might improve the output quality when printing on special media.

To use the Rear Door, pull on the handle to open the Rear Door and flip open the inner flap. The output is delivered to the Rear Door when the Rear Door is open.

If printing envelopes or other special media, open the rear cover and pull down the fuser pressure levers about 90 degrees to improve output quality.



CAUTION: The fuser area inside the Rear Door of your machine becomes very hot when in use. Take care when you access this area.



Machine Status

The *Machine Status* button provides information about the machine and access to the machine setups. After your machine is installed, it is recommended that the settings and options are customized to fully meet the requirements of the Users. Please discuss your requirements with your System or Machine Administrator to ensure you get optimum performance from your machine. The *Machine Status* options include:

Note: For full instructions on accessing and customizing the machine settings, refer to [Machine Status and Setups](#) on page 127.

Machine Information

This option includes the following information:

- Model
- Printer Name
- DNS Name
- IP Address
- Serial Number
- Activation Date
- Billing Counters

Toner Level

Use this option to check the level of toner in the print cartridge. The toner level is indicated on the status bar.

Information Pages

This option allows the user to print the following reports:

Report	Description
All Pages	This option enables you to print all the reports and information pages.
Configuration Report	This provides information about your machine setup, including the serial number, IP Address, installed options and the software version.
Address Book	This list shows all of the Fax and E-mail addresses currently stored in the machine's memory.
Send Report	<p>This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular Fax job.</p> <p>Note: You can set up your machine to automatically print a Send Report after each Fax job. (See Fax Setup on page 140.)</p>

Report	Description
Sent Report	This report shows information on the faxes and e-mails you have recently sent. Note: You can set the machine to automatically print this report every 50 communications. (See Fax Setup on page 140.)
Fax Recv Report	This report shows information on the faxes you have recently received.
Schedule Job	This list shows the documents currently stored for delayed faxes along with the starting time and type of each operation.
Junk Fax Report	This list shows the fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the Junk Fax Setup menu. (See Fax Setup on page 140.)
Network Information	This list shows information about your machine's network connection and configuration.
User Auth List	This list shows authorized users who are allowed to use the e-mail function.
Billing Counters	This list shows the total number of impressions, black Impressions and maintenance impressions which have been made on the machine. It also shows the total number of sheets and 2 sided sheets put through the machine.

Copy Defaults

The Copy options, including Reduce/Enlarge, Lighten/Darken, Background Suppression, Original Type, Layout, Collation and number of copies, can be set to those most frequently used. A passcode is required to access and change the default settings. When you copy a document, the default settings are used unless they have been changed for the current job. Once the current job is complete or after 20 seconds, the settings return to the default settings.

E-mail Defaults

The E-mail options, including File Format, Original Type, Output Color and Resolution, can be set to those most frequently used. A passcode is required to access and change the default settings. When you e-mail a document, the default settings are used unless they have been changed for the current job. Once the current job is complete or after 20 seconds, the settings return to the default settings.

Fax Setup

Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs. *Receiving* and *Sending* settings can be customized. A passcode is required to access and change the default settings.

Scan Defaults

The scan options, including File Format, Output Color and Resolution, can be set to those most frequently used for the Scan to USB, Scan to FTP and Scan to SMB options. A passcode is required to access and change the default settings. When you scan a document, the default settings are used unless they have been changed for the current job.

System Setup

System Setup options enable you to customize settings which are specific to the machine, such as *Date & Time* and *Power Save*. A passcode is required to access and change the *System Setup* settings.

Network Settings

You may set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your System Administrator to configure this machine on the network. A passcode is required to access and change the *Network Settings*.

General Care and Consumables

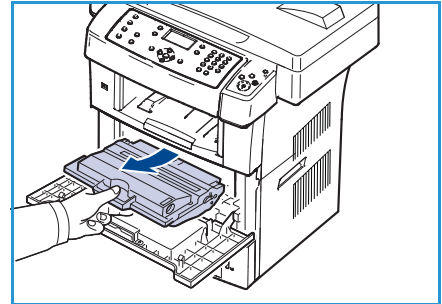
There are several consumables on the machine that need replenishing or replacing, such as paper and the Customer Replaceable Unit. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to [Supplies](#) on page 111 for further information.

The machine serial number can be displayed by pressing the **Machine Status** button, then highlighting **Machine Information** and pressing **OK**. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 190.

Customer Replaceable Unit

There is one Customer Replaceable Unit in the machine, the Print Cartridge.

To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, the Print Cartridge will need to be replaced after printing the specified number of pages or when the life span of the unit has expired.



The machine will display a message when the Print Cartridge needs to be replaced. Only replace the unit when a message instructs you to do so or when instructed by a Xerox representative. To replace a Customer Replaceable Unit, follow the instructions provided within this guide or with the consumable.

To replace a Customer Replaceable Unit, refer to [General Care and Troubleshooting](#) on page 155. To purchase a new Print Cartridge, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www.xerox.com, refer to [Supplies](#) on page 111 for further information.

Cleaning Tasks

Performing regular cleaning activities ensures the machine is kept free of dust and debris. The machine covers, control panel and *document feeder* should all be cleaned using a soft lint-free cloth, lightly dampened with water. Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the *document glass*, but must be applied using a cloth and not poured directly on the *document glass*. Remove any residue with a clean cloth or paper towel.

For further information on maintenance tasks, refer to [General Care and Troubleshooting](#) on page 155.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check [Error Messages](#) on page 169. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

For information about locating the serial number, please refer to [Locating the Serial Number](#) on page 190.

Documentation

Most answers to your questions will be provided by the documentation that is supplied on CD with the WorkCentre 3550. Alternatively you can access the documents from www.xerox.com/support.

- Quick Use Guide - contains information about installing the machine and initial setups.
- User Guide (this document) - contains instructions and information about all the features on the machine.
- System Administration Guide - provides detailed instructions and information about connecting your machine to the network and installing optional features.

Copy

2

This chapter includes:

- [Copy Procedure](#) on page 26
- [Copy Options](#) on page 29
- [Using the Layout Options](#) on page 31
- [Media Output Locations](#) on page 35

Copy Procedure

This section describes the basic procedure for making copies. Follow the steps below.

- [Load the Documents](#) on page 26
- [Select the Features](#) on page 27
- [Enter the Quantity](#) on page 28
- [Start the Job](#) on page 28
- [Check the Job Status](#) on page 28
- [Stop the Job](#) on page 28

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

Load the Documents

You can load the documents to be copied either on the *document glass* or through the *document feeder*.

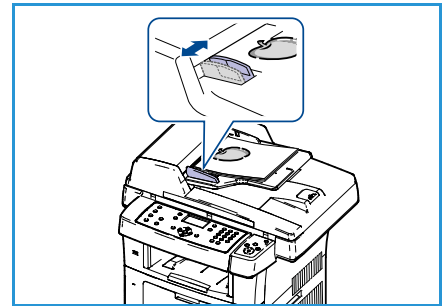
Document Feeder

The following steps explain how to load documents using the *document feeder*:

1. Before loading the documents into the *document feeder*, ensure they are in good condition and remove all staples and paper clips.
2. Insert the documents neatly into the *document feeder*, face up. The first page should be on top with the headings towards the left of the machine.

Note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to [Specifications](#) on page 191 for further information.

3. Place the documents in between the guides placing the left edge in the *document feeder*, and position the guides to just touch the edge of the documents.



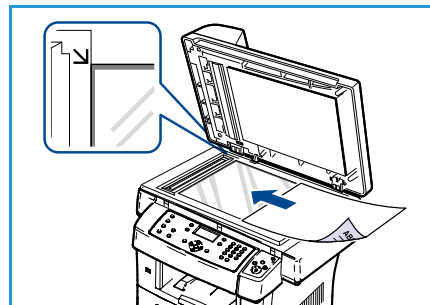
Document Glass

The following steps explain how to load documents using the *document glass*:

1. Raise the *document feeder*.
2. Place the document face down on the *document glass*, aligned with the tip of the registration arrow near the top left of the *document glass*.

The default document size is 8.5 x 11" or A4. For other sized documents change the **Original Size** option. Refer to [Copy Options](#) on page 29 for further information.

3. Lower the *document feeder*.



Select the Features

Various features can be selected for your copy job. The most common features are selected from the control panel. Once you have made a selection, press **Back** to return to the Ready screen.

1. Press the **Copy** button on the control panel.
2. Press the **Paper Supply** button on the control panel:
 - **Auto Select:** With this option selected, the machine chooses the correct paper for the copy job based on the size of the originals being scanned.
 - **Tray 1:** Use this option to select the paper loaded in Tray 1.
 - **Tray 2 (Optional):** Use this option to select the paper loaded in Tray 2.



Note: Trays 1 & 2 can each hold 500 sheets of 20lb paper. Weight ranges from 60-105 g/sm. Sizes range from A4 (SEF) to Legal.

- **Bypass Tray:** Use this option when feeding individual types of stock, for example letterhead or labels for one-off jobs. The Bypass Tray holds up to 50 sheets of 20lb paper or up to 5 transparency sheets or up to 5 envelopes.

Select the **Paper Supply** option required using the up/down arrows and press **OK**.

For more information, refer to [Paper and Media](#) on page 117.

3. Press the **2 Sided** button on the control panel. Two-sided copies can be made automatically from one or two-sided originals:
 - **1 → 1 Sided:** Use this option for 1 sided originals when 1 sided copies are required.
 - **1 → 2 Sided:** Use this option for 1 sided originals when 2 sided copies are required.
 - **1 → 2 Sided, Rotate Side 2:** This option produces 2 sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a "head to toe" manner, for example a calendar.
 - **2 → 2 Sided:** Use this option for 2 sided originals when 2 sided copies are required.
 - **2 → 1 Sided:** Use this option for 2 sided originals when 1 sided copies are required.
 - **2 → 1 Sided, Rotate Side 2:** This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image. The "read" orientation for this option varies depending on the input originals. For example, if "head to head" orientation originals are

scanned, the output will be “head to toe”. If “head to toe” orientation originals are scanned, the output produced will be “head to head”.

Select the **2 Sided** option required using the up/down arrows and press **OK**.

4. Additional *Copy* options are available through the **Menu** button. For information about programming additional options, refer to [Copy Options](#) on page 29.

Enter the Quantity

- The maximum copy quantity is 999.
- Use the keypad on the control panel to enter the number of copies required. The number entered is displayed in the upper right-hand corner of the display.

Note: To cancel an incorrect entry, press the **C** button and enter the correct quantity.



Start the Job

1. Press the **Start** button. Each document is scanned only once.
2. If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.
The images are scanned and the copy job is printed.

Check the Job Status

1. Press the **Job Status** button on the control panel to display job status information.
2. A list of Active Jobs is displayed. Select your job using the up/down arrows and press **OK**.
3. The following Job Options are available:
 - **Required Resources:** Use this option to view the media requirements for the job.
 - **Delete:** Select this option to delete the job. Use the left/right arrows to select **Yes** or **No**.
 - **Details:** Select this option to display details about the job. The job name, owner, type, status and submission time is displayed.



Stop the Job

Follow the steps below to manually cancel an active copy job.

1. Press the **Stop** button on the control panel. A confirmation is displayed, press **Stop** again to cancel the current copy job.
2. To cancel a queued job press the **Job Status** button on the control panel to display the active jobs.
3. Use the up/down arrows and select the job required, press **OK**.
4. Select **Delete** and **OK**.
5. Select **Yes** to delete the job or **No** to return to previous screen.

Copy Options

Your machine provides the following options to customize your Copy jobs. Use the **Menu** button to access the options. For information about changing the default Copy settings, refer to [Copy Defaults](#) on page 136.

Note: If you press **Stop** while setting the copy options, all of the options you have set for the current copy job will be canceled and return to their default status after the machine completes the copy job in progress.

Feature	Description	Options
Reduce/Enlarge	Originals can be reduced or enlarged between 25 % and 400 % . From 25 % to 400 % when using the <i>document glass</i> , or from 25 % to 100 % using the <i>document feeder</i> .	<ul style="list-style-type: none"> • 100%: Produces an image on the copies the same size as the image on the original. • Variable: Use the keypad or the up/down arrow buttons to enter the percentage required. • Auto Fit: Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. • Presets: The most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs.
Lighten/Darken	Adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lightest: Lightens the image to the lightest setting. • Light: Works well with dark print. • Normal: Works well with standard typed or printed originals. • Dark: Works well with light print. • Darkest: Darkens the original to the darkest setting.
Original Type	The <i>Original Type</i> setting is used to improve the image quality by selecting the document type for the originals.	<ul style="list-style-type: none"> • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • On: Select to eliminate background. • Off: Select if Background Suppression is not required.

Feature	Description	Options
Layout	This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output and produce documents which can be pasted together to make a poster.	<ul style="list-style-type: none"> • Normal: Select this option to match the layout of the originals. • 2 Up: This feature is used to copy two documents, in a reduced size, onto one sheet of paper. • 4 Up: This feature is used to copy four documents, in a reduced size, onto one sheet of paper. • ID Card Copy: The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. • Book Copy: Use when copying bound documents and books. • Booklet Creation: This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. • Poster Copy: Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document. • Clone Copy: The machine prints multiple original images onto a single page. The number of images is automatically determined by the machine based on the original size and the paper size. <p>Refer to Using the Layout Options on page 31 for instructions.</p>
Collation	Collation is used to select collated or uncollated output.	<ul style="list-style-type: none"> • Collated: Select <i>Collated</i> for output stacked in sets to match the sequence of the originals, i.e. (1,2,3 / 1,2,3). • Uncollated: Select <i>Uncollated</i> for output sorted into stacks of individual pages, i.e. (1,1,1 / 2,2,2 / 3,3,3).
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio

Using the Layout Options

This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output and produce documents which can be pasted together to make a poster.

2 Up or 4 Up Copying

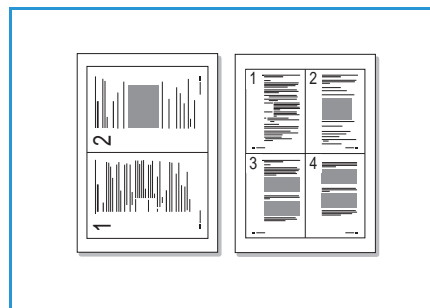
This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards or documents used for archival purposes.

Note: Originals must be loaded in the *document feeder* when using this feature.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Select the option required:
 - **Normal:** Copies an original onto one sheet of paper.
 - **2 Up:** Copies two separate originals onto one sheet of paper.
 - **4 Up:** Copies four separate originals onto one sheet of paper.

Note: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left.

5. Select **OK** to save your selections and press **Menu** to return to the top level menu.
6. Load originals and press **Start**.



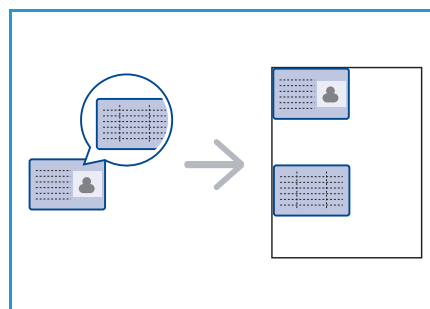
ID Card Copy

The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item, such as a business card.

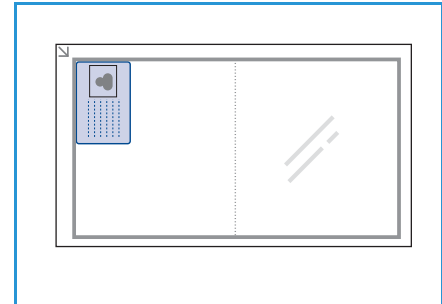
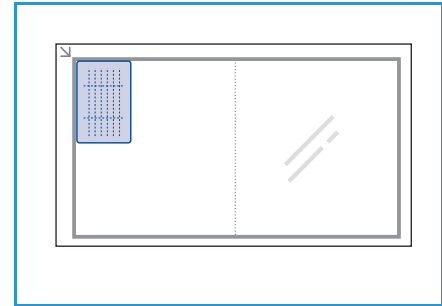
Note: This copy feature is available only when you place originals on the *document glass*. If the original is larger than the printable area, some portions may not be printed.

Your machine can print 2 sided originals on one sheet of A4, Letter, Legal, Folio, Executive, B5, A5, or A6 paper.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Press the up/down arrows to highlight **ID Card Copy** and press **OK**.
5. Press **Menu** to return to the top level menu.



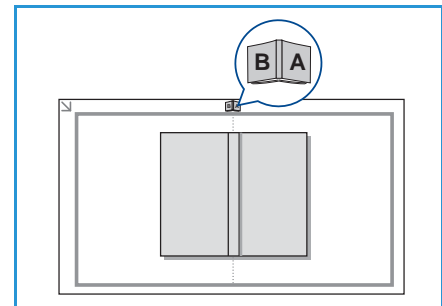
6. Place the front side of the original face down on the *document glass*, aligned with the tip of the registration arrow and close the *document feeder*.
7. Press **Start**.
Place Front Side Press OK appears on the display. Press **OK** on the control panel.
Your machine begins scanning the front side and shows *Place Rear Side Press Start*.
8. Turn the original over and place the rear side of the original face down on the *document glass* and close the *document feeder*.
9. Press **Start** on the control panel to begin copying.



Book Copy

This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down on the *document glass* with the spine of the book lined up with the book marker.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Press the up/down arrows to highlight **Book Copy** and press **OK**.
5. Press the up/down arrows to highlight the option required:
 - **Off**: Use to deactivate the feature.
 - **Left Page Only**: Use to scan and copy the left page of a bound document.
 - **Right Page Only**: Use to scan and copy the right page of a bound document.
 - **Both Pages**: Use to scan and copy both pages of a bound document. The left page of the book first will be scanned first.
6. Select **OK** to save your selections and press **Menu** to return to the top level menu.
7. Place the book original face down on the *document glass* with the spine of the book lined up with the book marker at the center of the rear edge of the *document glass*.
8. Press **Start**.
9. If another page requires scanning, select **Yes** to add another page. Place the new page to be scanned on the *document glass* and press **OK**.
When you have finished scanning all the pages required, select **No** at the **Another Page?** prompt.



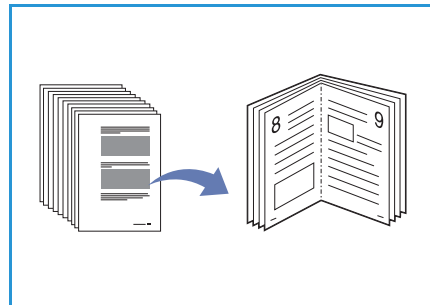
Booklet Creation

This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

1. Insert the documents neatly into the *document feeder*, face up. The first page should be on top with the headings towards the left of the machine.

Note: The originals must be loaded in the *document feeder* to enable the Booklet Creation feature to be selected.

2. Press **Copy** on the control panel.
3. Press **Menu** on the control panel.
4. Press the up/down arrows to highlight **Layout** and press **OK**.
5. Press the up/down arrows to highlight **Booklet Creation** and press **OK**.
6. Press the up/down arrows to highlight **1 Sided Originals** or **2 Sided Originals** and press **OK**.
7. Select **OK** to save your selections and press **Menu** to return to the top level menu.
8. Load originals and press **Start**.

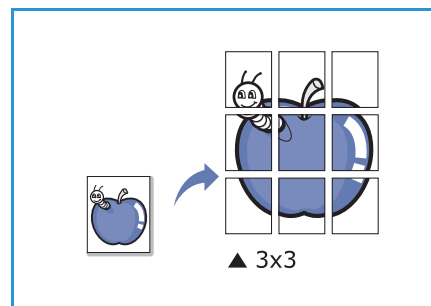


Poster Copy

Your original will be divided into 9 portions. You can paste the printed pages together to make one poster-sized document.

Note: This copy feature is available only when you place originals on the *document glass*.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Press the up/down arrows to highlight **Poster Copy** and press **OK**.
5. Select **OK** to save your selections and press **Menu** to return to the top level menu.
6. Load originals and press **Start**.



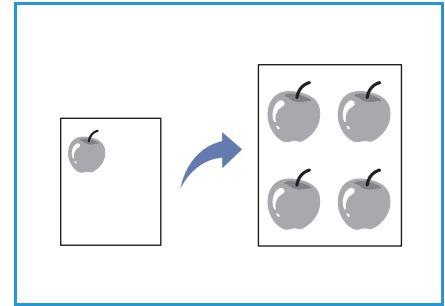
Each portion is scanned and printed one by one in the order shown.

Clone Copy

The machine prints multiple original images on a single page. The number of images is automatically determined by the original image and the paper size.

Note: This copy feature is available only when you place originals on the *document glass*.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Layout** and press **OK**.
4. Press the up/down arrows to highlight **Clone Copy** and press **OK**.
5. Select **OK** to save your selections and press **Menu** to return to the top level menu.
6. Load originals and press **Start**.



Media Output Locations

The machine has two output locations:

- Output Tray ① (face down)
- Rear Door ② (face up)

The machine sends output to the Output Tray by default. If printing on envelopes and other special media, the Rear Door is recommended.

Using the Output Tray

The Output Tray collects printed paper face down, in the order in which the sheets were printed. The Output Tray should be used for most jobs.

To use the Output Tray, make sure that the Rear Door is closed.

Notes:

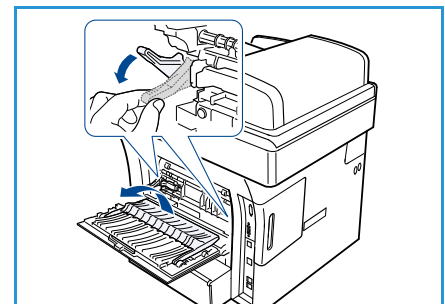
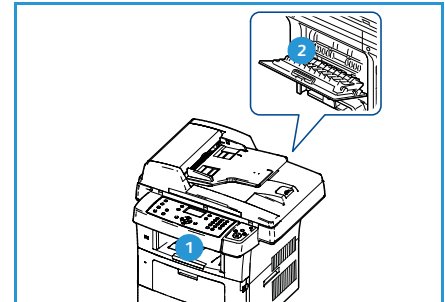
- If paper coming out of the Output Tray has problems, such as excessive curl, try printing to the Rear Door.
- To avoid paper jams, do not open or close the Rear Door while the printer is printing.

Using the Rear Door

Using the Rear Door, paper comes out of the machine face up. Printing from the Bypass Tray to the Rear Door provides a straight paper path. Using the Rear Door might improve the output quality when printing on special media.

To use the Rear Door, pull on the handle to open the Rear Door and flip open the inner flap. The output is delivered to the Rear Door when the Rear Door is open.

If printing envelopes or other special media, open the rear cover and pull down the fuser pressure levers about 90 degrees to improve output quality.



CAUTION: The fuser area inside the Rear Door of your machine becomes very hot when in use. Take care when you access this area.

This chapter includes:

- [Fax Procedure](#) on page 38
- [Fax Options](#) on page 42
- [Using Fax Send Options](#) on page 45
- [Using Fax Forward](#) on page 48
- [Using Secure Receive](#) on page 50
- [Address Book](#) on page 51
- [Fax from PC](#) on page 55
- [Receiving Faxes](#) on page 56

Fax Procedure

This section describes the basic procedure for sending faxes. Follow the steps below.

- [Load the Documents](#) on page 38
- [Select the Features](#) on page 39
- [Enter the Fax Number](#) on page 40
- [Start the Job](#) on page 40
- [Check the Job Status](#) on page 41
- [Stop the Job](#) on page 41
- [Fax Confirmation](#) on page 41

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

Load the Documents

You can load the documents to be faxed either on the *document glass* or through the *document feeder*.

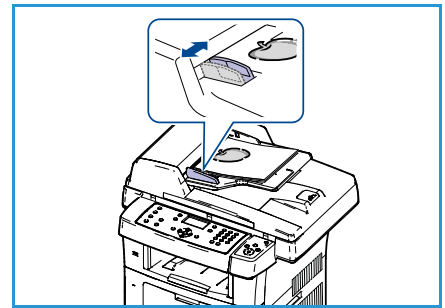
Document Feeder

The following steps explain how to load documents using the *document feeder*:

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.
2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the left of the machine.

Note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to [Specifications](#) on page 191 for further information.

3. Place the documents in between the guides placing the left edge in the *document feeder*, and position the guides to just touch the edge of the documents.



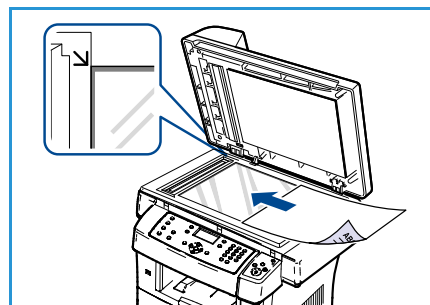
Document Glass

The following steps explain how to load documents using the *document glass*:

1. Raise the *document feeder*.
2. Place the document face down on the *document glass*, aligned with the tip of the registration arrow near the top left of the *document glass*.

The default document size is 8.5 x 11" or A4. For other sized documents change the **Original Size** option. Refer to [Fax Options](#) on page 42 for further information.

3. Lower the *document feeder*.



Select the Features

Various features can be selected for your Fax job. Once you have made a selection, press **Back** to return to the Ready screen.

1. Press the **2 Sided** button on the control panel. The following *2 Sided* options are available:
 - **1 → 1 Sided**: Use this option for 1 sided originals.
 - **2 → 1 Sided**: Use this option for 2 sided originals.
 - **2 → 1 Sided, Rotated**: Use this option for 2 sided originals which have the second side rotated. This option will rotate the second side image 180 degrees.

Select the **2 Sided** option required using the up/down arrows and press **OK**.

2. The following features are available through the **Menu** button

Lighten/Darken	This provides manual control to adjust the lightness or darkness of the scanned images.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.
Resolution	A higher resolution produces better quality for photos. A lower resolution reduces communication time.
Original Size	This option allows you to specify the size of the image to be scanned.
Multi Send	You can use this feature to send a fax to multiple locations.
Delayed Start	Use to set your machine to send a fax at a later time.
Priority Send	Use when a high priority fax need to be sent ahead of reserved operations.
Forward	You can set the machine to forward a received or sent fax to another fax, e-mail or server destination.
Secure Receive	Use to restrict printing of received faxes when the machine is unattended.
Add Page	Use to add additional documents to a delayed fax job which is saved in memory.

Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For more information about each of the options refer to [Fax Options](#) on page 42.

Enter the Fax Number

1. Press the **Fax** button on the control panel.
2. Enter the recipient's fax number by:
 - **Keypad Dial:** Use this option to enter the number using the keypad. For instructions refer to [Using the Keypad](#) on page 13.
 - **Manual Dial:** Allows you to get the dial tone before entering the fax number.
 - **Pause / Redial:** Allows you to send to the last number or list of numbers dialed. For information about entering a Pause within the number, refer to [Inserting a Pause](#) on page 14.
 - **Speed Dial:** For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the keypad. For a two or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button.
 - **Address Book:** Select the **Address Book** button to access the address book and select a **Speed Dial** or **Group Dial** entry to add to the recipient list. Refer to [Address Book](#) on page 51 for instructions.



Start the Job

1. Press the **Start** button.
2. If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.
 The machine scans the originals, dials the entered number and attempts to connect with the remote fax machine. Once connected, the machine sends the Fax job.
 If the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number every three minutes, up to seven times according to the factory default settings.
3. If the display shows **Retry Redial?** press **OK** to redial the number without waiting. To cancel the automatic redialing, press **Stop**.



Note: To change the time interval between redials and the number of redial attempts, refer to [Fax Setup](#) on page 140.

To print a confirmation or error report, refer to [Information Pages](#) on page 20.

Check the Job Status

1. Press the **Job Status** button on the control panel to display job status information.
2. A list of Active Jobs is displayed. Select your job using the up/down arrows and press **OK**.
3. The following Job Options are available:
 - **Required Resources:** Use this option to view the media requirements for incoming Fax jobs.
 - **Delete:** Select this option to delete the job. Use the left/right arrows to select **Yes** or **No**.
 - **Details:** Select this option to display details about the job. The job name, owner, type, status and submission time is displayed.



Stop the Job

Follow the steps below to manually cancel an active Fax job.

1. Press the **Stop** button on the control panel. A confirmation is displayed, press **Stop** again to cancel the current Fax job.
2. To cancel a queued job press the **Job Status** button on the control panel to display the active jobs.
3. Use the up/down arrows and select the job required, press **OK**.
4. Select **Delete** and **OK**.
5. Select **Yes** to delete the job or **No** to return to previous screen.

Fax Confirmation

- When the last page of your original has been sent successfully, the machine beeps and returns to ready mode.
- If something goes wrong while sending your fax, an error message appears on the display. For a list of error messages and their meanings, refer to [Fax Problems](#) on page 188. If you receive an error message, press **Stop** to clear the message and try to send the fax again.
- You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, refer to [Fax Setup](#) on page 140.

Fax Options

Your machine provides the following options to customize your Fax jobs. Use the **Menu** button to access the options. For information about changing the default Fax settings, refer to [Fax Setup](#) on page 140.

Note: If you press **Stop** while setting the fax options, all of the options you have set for the current Fax job will be canceled and return to their default status after the machine completes the job in progress.

Feature	Description	Options
Lighten/Darken	Adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lightest: Lightens the image to the lightest setting. • Light: Works well with dark print. • Normal: Works well with standard typed or printed originals. • Dark: Works well with light print. • Darkest: Darkens the original to the darkest setting.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • On: Select to eliminate background. • Off: Select if Background Suppression is not required.
Resolution	<i>Resolution</i> affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time.	<ul style="list-style-type: none"> • Standard: Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos. • Fine: Recommended for line art and photos. This is the default resolution and the best choice in most cases. • SuperFine: Recommended for use with high quality photos and graphics. • Photo Fax: Recommended for originals containing shades of gray or photographs. • Color Fax: Recommended for originals with colors. Sending a color fax is enabled only if the remote fax machine supports color fax reception and you send the fax manually. In this mode, memory transmission is not available. <p>Note: When your machine is set to Super Fine resolution and the remote fax machine does not support Super Fine resolution, the machine transmits using the highest resolution mode supported.</p>

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio
Multi Send	You can use the Multi Send feature to send a fax to multiple locations.	<ul style="list-style-type: none"> • Fax 1: Use this option to enter the first fax number. • Fax 2: Use this option to enter the second fax number. • Another Number?: Use this option to enter additional fax numbers. <p>Refer to Multi Send on page 45 for instructions.</p>
Delayed Start	You can set your machine to send a fax at a later time when you will not be present.	<ul style="list-style-type: none"> • Fax 1: Use this option to enter the first fax number. • Another Number?: Use this option to enter additional fax numbers. • Job Name: Enter a name for the job using the keypad. • Start Time: Enter a time for the fax to be transmitted using the keypad. <p>Refer to Delayed Start on page 45 for instructions.</p>
Priority Send	This function is used when a high priority fax need to be sent ahead of reserved operations.	<ul style="list-style-type: none"> • Fax: Use this option to enter the fax number. • Job Name: Enter a name for the job using the keypad. <p>Refer to Priority Send on page 46 for instructions.</p>
Forward	You can set the machine to forward a received or sent fax to another fax, e-mail or server destination.	<ul style="list-style-type: none"> • Fax: Use this option to forward a fax to another fax number. • E-mail: Use this option to forward faxes to an e-mail address. • Server: Use this option to forward faxes to a specified server location. <p>Refer to Using Fax Forward on page 48 for instructions.</p>
Secure Receive	You may need to prevent your received faxes from being accessed by unauthorized people. In Secure Receive mode, all incoming faxes go into memory and can be printed by entering a 4-digit password.	<ul style="list-style-type: none"> • On: Use this option to activate Secure Receive. • Off: Use this option to deactivate Secure Receive. • Print: Use this option to print the faxes received into memory. If a 4-digit password was set when activating Secure Receive, this password will be required to print the faxes. <p>Refer to Using Secure Receive on page 50 for instructions.</p>

Feature	Description	Options
Add Page	Use to add additional documents to a delayed Fax job which is saved in memory.	Refer to Adding Documents to a Delayed Fax on page 46 for instructions.
Cancel Job	You can cancel a delayed Fax job which is saved in memory.	Refer to Canceling a Delayed Fax on page 46 for instructions.

Using Fax Send Options

Multi Send

You can use the Multi Send feature to send a fax to multiple locations. The fax is automatically stored in memory and then transmitted from memory to the fax destinations entered. After transmission, the job is automatically erased from memory. You cannot send a color fax using this feature.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Multi Send** and press **OK**.
4. Enter the number of the first receiving fax machine and press **OK**.

You can select speed dial numbers or a group dial number using the **Address book** button. For details, see [Address Book](#) on page 51.

Note: Once you have entered a group dial number, you cannot enter any more group dial numbers.

5. Enter the second fax number and press **OK**.
The display asks you to enter another fax number. To enter more fax numbers, press **OK** when **Yes** highlights and repeat the steps. You can add up to 10 destinations.
When you have finished entering fax numbers, press the left/right arrows to select **No** at the **Another No.?** prompt and press **OK**.
6. Load originals and press **Start** to start storing the scanned original data into memory.
If using the *document glass* to scan more than one original, select **Yes** to add another page. Load another original and press **OK**.
When you have finished, select **No** at the **Another Page?** prompt.

The machine sends the fax to the numbers you entered in the order in which you entered them.

Delayed Start

You can set your machine to send a fax at a later time when you will not be present. Use this feature to transmit faxes during off-peak hours or when sending to another country or time zone. You cannot send a color fax using this feature.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Delayed Start** and press **OK**.
4. Enter the number of the receiving fax machine and press **OK**.

You can select speed dial numbers or a group dial number using the **Address book** button. For details, see [Address Book](#) on page 51.

The display asks you to enter another fax number. To enter more fax numbers, press **OK** when **Yes** highlights and repeat the steps. You can add up to 10 destinations.

Note: Once you entered a group dial number, you cannot enter another group dial numbers anymore.

When you have finished entering fax numbers, press the left/right arrows to select **No** at the **Another No.?** prompt and press **OK**.

5. Enter the **Job Name** you want and press **OK**. If you do not want to assign a name, skip this step. For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
6. Enter the time using the number keypad and press **OK**.
If you set a time earlier than the current time, the fax will be sent at that time on the following day.
7. Load originals and press **Start** to start storing the scanned original data into memory.
If using the *document glass* to scan more than one original, select **Yes** to add another page. Load another original and press **OK**.

When you have finished, select **No** at the **Another Page?** prompt.

The machine returns to ready mode. The display reminds you that you are in ready mode and that a delayed fax is set.

Adding Documents to a Delayed Fax

You can add additional documents to the delayed Fax job which is saved in memory.

1. Load the originals to be added and select the fax settings required.
2. Press **Fax** on the control panel.
3. Press **Menu** on the control panel.
4. Press the up/down arrows to highlight **Add Page** and press **OK**.
5. Press the up/down arrows until the Fax job you want appears and press **OK**.
6. Press **Start**.

If adding more than one original, select **Yes** to add another page. Load another original and press **OK**.

When you have finished, select **No** at the **Another Page?** prompt.

Canceling a Delayed Fax

You can cancel a delayed Fax job which is saved in memory.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Cancel Job** and press **OK**.
4. Press the up/down arrows until the Fax job you want appears and press **OK**.

Press **OK** when **Yes** highlights to confirm and cancel the job.

The selected fax is deleted from memory.

Priority Send

This function is used when a high priority fax needs to be sent ahead of other Fax jobs in memory. The original is scanned into memory and immediately transmitted when the current operation is finished. In addition, a priority send fax will interrupt a Multi Send fax being sent. The fax is interrupted between

destinations, for example after the transmission to destination A ends and before the transmission to destination B begins, or between redial attempts.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Priority Send** and press **OK**.
4. Enter the number of the receiving fax machine and press **OK**.
You can select speed dial numbers or a group dial number using the **Address book** button. For details, see [Address Book](#) on page 51.
5. Enter the job name you want and press **OK**. If you do not want to assign a name, skip this step. For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
6. Load originals and press **Start**.
If an original is placed on the *document glass*, select **Yes** to add another page. Load another original and press **OK**.
When you have finished, select **No** at the **Another Page?** prompt.

The machine scans and sends the fax to the destinations entered.

Using Fax Forward

You can set the machine to forward a received or sent fax to another fax, e-mail or server destination. If you are out of office but have to receive the fax, this feature may be useful.

When you forward a fax to an e-mail address or an FTP or SMB server, you must use CentreWare Internet Services to setup the destination details. You can forward a fax to a total of five destinations. Refer to the [System Administrator Guide](#) for instructions.

Forwarding Sent Faxes

You can set the machine to forward a copy of every fax sent to another fax number, an e-mail address or a server location. A copy of all sent faxes will continue to be forwarded to the destination set until the option is deactivated. To deactivate *Fax Forward*, refer to [Deactivating Fax Forward](#) on page 49.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Forward** and press **OK**.
4. Select the option required:
 - Fax**
 - a. Press the up/down arrows to highlight **Fax** and press **OK**.
 - b. Press the up/down arrows to highlight **Send Forward** and press **OK**.
 - c. Press the up/down arrows to highlight **On** and press **OK**.
 - d. Enter the fax number to which faxes are to be sent and press **OK**.

E-mail

- a. Press the up/down arrows to highlight **E-mail** and press **OK**.
- b. Press the up/down arrows to highlight **Send Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.
- d. Enter your e-mail address and press **OK**.
- e. Enter the e-mail address to which faxes are to be sent and press **OK**.

Server

- a. Press the up/down arrows to highlight **Server** and press **OK**.
- b. Press the up/down arrows to highlight **Send Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.

Forwarding Received Faxes

You can forward faxes received from remote fax machines to another fax number, an e-mail address or a server location. When the machine receives a fax, it is stored in memory and then sent to the destination you have set. All received faxes will continue to be forwarded to the destination set until the option is deactivated. To deactivate *Fax Forward*, refer to [Deactivating Fax Forward](#) on page 49.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.

3. Press the up/down arrows to highlight **Forward** and press **OK**.

4. Select the option required:

Fax

- a. Press the up/down arrows to highlight **Fax** and press **OK**.
- b. Press the up/down arrows to highlight **Receive Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.
- d. Enter the fax number to which faxes are to be sent and press **OK**.

E-mail

- a. Press the up/down arrows to highlight **E-mail** and press **OK**.
- b. Press the up/down arrows to highlight **Receive Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.
- d. Enter your e-mail address and press **OK**.
- e. Enter the e-mail address to which faxes are to be sent and press **OK**.

Server

- a. Press the up/down arrows to highlight **Server** and press **OK**.
- b. Press the up/down arrows to highlight **Receive Forward** and press **OK**.
- c. Press the up/down arrows to highlight **On** and press **OK**.

Deactivating Fax Forward

Follow the steps below to deactivate the *Fax Forward* option.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Fax Feature** and press **OK**.
4. Press the up/down arrows to highlight **Forward** and press **OK**.
5. Press the up/down arrows to highlight **Fax**, **E-mail** or **Server** and press **OK**.
6. Press the up/down arrows to highlight **Send Forward** or **Receive Forward** and press **OK**.
7. Press the up/down arrows to highlight **Off** and press **OK**.

Using Secure Receive

You may need to prevent your received faxes from being accessed by unauthorized people. In *Secure Receive* mode, all incoming faxes go into memory until they are accessed and released for printing. A 4-digit passcode can be set to prevent faxes being printed by unauthorized users. If *Secure Receive* mode is deactivated, any faxes stored in memory are automatically printed.

Activating Secure Receive

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **On** and press **OK**.
5. Enter a four-digit password you want to use and press **OK**.

You can activate secure receiving mode without setting a password, but cannot protect your faxes.

Re-enter the password to confirm it and press **OK**.

When a fax is received in secure receiving mode, your machine stores it in memory and shows **Secure Receive** to let you know that there is a fax received.

Deactivating Secure Receiving Mode

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **Off** and press **OK**.
5. If required, enter the four-digit password and press **OK**.

The mode is deactivated and the machine prints all faxes stored in memory.

Printing Secure Faxes

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **Print** and press **OK**.
5. If required, enter the four-digit password and press **OK**.

The machine prints all of the faxes stored in memory.

Address Book

You can set up an *Address Book* with the fax numbers you use most frequently. Before beginning to store fax numbers, make sure that your machine is in Fax mode. Your machine provides you with the following features for setting up the *Address Book*.

Speed Dial Numbers

You can store up to 200 frequently-used fax numbers as speed dial numbers.

Registering a Speed Dial Number

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Speed Dial** and press **OK**.
5. Enter a speed dial number between 0 and 199 and press **OK**.
If an entry is already stored in the number you choose, a message is displayed. To start over with another speed dial number, press **Back**.
6. Enter the name you want and press **OK**.
For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
7. Enter the fax number you want and press **OK**.
8. Press **Stop** to return to ready mode.

Editing Speed Dial Numbers

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Speed Dial** and press **OK**.
5. Enter the speed dial number you want to edit and press **OK**.
6. Edit the details required:
 - Change the name and press **OK**.
 - Change the fax number and press **OK**.
7. Press **Stop** to return to ready mode.

Using Speed Dial Numbers

When you are prompted to enter a destination number while sending a fax, enter the speed dial number at which you stored the number you want.

- For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the number keypad.

- For a two or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button.

You can also search through memory for an entry by pressing **Address Book**. (See [Address Book](#) on page 51.)

Group Dial Numbers

If you frequently send the same document to several destinations, you can group these destinations and set them under a group dial number. You can then use a group dial number to send a document to all of the destinations within the group. You can set up to 100 (0 through 99) group dial numbers using the destination's existing speed dial numbers.

Registering a Group Dial Number

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Enter a group dial number between 0 and 99 and press **OK**.
If an entry is already stored in the number you choose, the display shows the message to allow you to change it.
6. Enter the name you want and press **OK**.
For details on how to enter alphanumeric characters, refer to [Using the Keypad](#) on page 13.
7. Enter the first few letters of the speed dial's name you want.
8. Press the up/down arrows until the name and number you want highlights and press **OK**.
9. Press **OK** when **Yes** highlights at the **Add Another?** prompt.
Repeat the steps to include other speed dial numbers into the group.
When you have finished, press the left/right arrows to select **No** at the **Add Another?** prompt and press **OK**.
10. Press **Stop** to return to ready mode.

Editing a Group Dial Number

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **New & Edit** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Enter the group dial number you want to edit and press **OK**.
6. Enter the name you want to edit and press **OK**.
7. Enter the first few letters of the speed dial's name you want to add or delete.
8. Press the up/down arrows until the name and number you want highlights and press **OK**.
If you entered a new speed dial number, **Add?** appears.
If you enter a speed dial number stored in the group, **Delete?** appears.

- Press **OK** to add or delete the number.
9. Press **OK** when **Yes** highlights to add or delete more numbers and repeat the steps.
When you have finished, press the left/right arrows to select **No** at the **Another Number?** and press **OK**.
 10. Press **Stop** to return to ready mode.

Using Group Dial Numbers

To use a group dial entry, you need to search for and select it from memory.

When you are prompted to enter a fax number while sending a fax, press **Address Book**. There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search by entering the first letters of the name associated with the number.

Searching Sequentially

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **Search & Dial** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Press the up/down arrows to highlight **All** and press **OK**.
6. Press the up/down arrows until the name and number you want highlights. You can search upwards or downwards through the entire memory in alphabetical order.

Searching using the Name

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **Search & Dial** and press **OK**.
4. Press the up/down arrows to highlight **Group Dial** and press **OK**.
5. Press the up/down arrows to highlight **Search ID** and press **OK**.
Enter the first few letters of the name you want.
6. Press the up/down arrows until the group dial's name and number you want highlights.

Deleting an Address Book Entry

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **Delete** and press **OK**.
4. Press the up/down arrows to highlight **Speed Dial** or **Group Dial** and press **OK**.
5. Press the up/down arrows until the searching method you want highlights and press **OK**.
 - Select **Search All** to search for an entry by scanning through all entries in **Address Book**.
 - Select **Search ID** to search for an entry by the first few letters of the name.
6. Press the up/down arrows until the name you want highlights and press **OK**.
Or, enter the first letters. Press the up/down arrows until the name you want highlights and press **OK**.

7. Press **OK** when **Yes** highlights to confirm the deletion.
8. Press **Stop** to return to ready mode.

Printing the Address Book

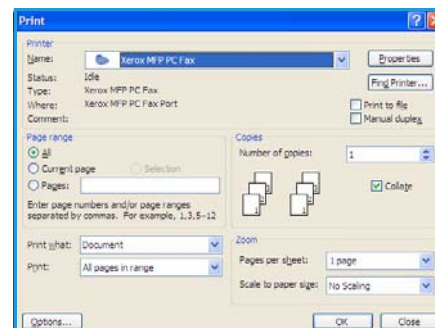
You can check your *Address Book* settings by printing a list.

1. Press **Fax** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to highlight **Print** and press **OK**.

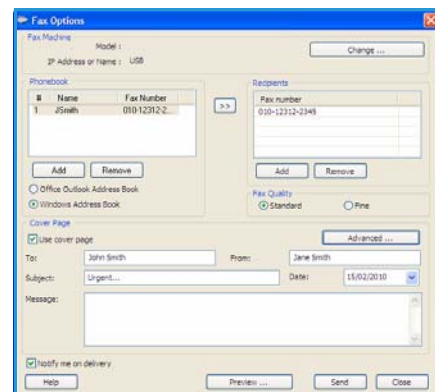
Fax from PC

You can send a fax from your PC without going to the machine. To a fax from your PC you will need to install the PC-Fax software and customize the software settings. Refer to the [System Administrator Guide](#) for setup instructions.

1. Open the document you want to send.
2. Select **Print** from the File menu.
The Print window is displayed. It may look slightly different depending on your application.
3. Select **Xerox MFP PC Fax** from the **Name** drop-down list box.
4. Select **OK**.



5. Select the options required for the Fax job:
 - **Phonebook:** If using the *Windows Address Book*, select a recipient from the list or add a new recipient using the **Add** button. Select the arrow button to add recipients to the Recipient list. If using the *Outlook Office Address Book*, select a recipient from the list and use the arrow button to add recipients to the Recipient list. Use the **Add** and **Remove** buttons to edit your Recipient list.
 - **Fax Quality:** Select Standard or Fine fax quality.
 - **Cover Page:** If a cover page is required, select the **Cover Page** checkbox. Enter the cover page details required. Use the **Advanced** button to import a cover page.
 - **Date:** Select a date for the Fax job.
 - **Notify on Delivery:** Select this checkbox to receive notification that your fax has been delivered to the recipients.
 - **Preview:** Use this option to view the cover page and fax document which will be sent.
6. Click **Send** to send the fax.



Your PC sends the fax data to the printer, then the printer sends the fax.

Receiving Faxes

This part explains how to receive a fax, and the special receiving methods available.

Manual Receive

There are two methods for receiving a fax manually:

- **On Hook Dial:** You can receive a fax call by pressing **On Hook Dial** and then pressing **Start** when you hear a fax tone from the remote machine. The machine begins receiving a fax. If a handset is available you can answer calls using the handset.

To change the number of rings, see [Fax Setup](#) on page 140.

- **Using an Extension Telephone:** This feature works best when you are using an extension telephone connected to the EXT socket on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone, without going to the fax machine. When you receive a call on the extension phone and hear fax tones, press the keys *9* on the extension phone. The machine receives the fax.

9 is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you wish. For details about changing the **RCV Start Code**, see [Receiving](#) on page 141.

Using an Answering Machine

To use this mode, you must attach an answering machine to the EXT socket on the back of your machine. If the caller leaves a message, the answering machine stores the message as it would normally. If your machine detects a fax tone on the line, it automatically starts to receive the fax.

Notes:

- If you have set your machine to this mode and your answering machine is switched off, or no answering machine is connected to EXT socket, your machine automatically goes into Fax mode after a predefined number of rings.
- If your answering machine has a user-selectable ring counter, set the machine to answer incoming calls within 1 ring.
- If you are in Tel mode when the answering machine is connected to your machine, you must switch off the answering machine. otherwise, the outgoing message from the answering machine will interrupt your phone conversation.

Using DRPD Mode

Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone.

Using the Distinctive Ring Pattern Detection (DRPD) feature, your fax machine can learn the ring pattern you designate to be answered by the fax machine. Unless you change it, this ringing pattern

will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT socket. You can easily suspend or change DRPD at any time.

Before using the DRPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up DRPD, you will need another telephone line at your location, or someone available to dial your fax number from outside.

For information about setting up DRPD, refer to [Setting up DRPD Mode](#) on page 143.

Receiving Faxes in Memory

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores incoming faxes in its memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

Scan

4

This chapter includes:

- [Introduction](#) on page 60
- [Scan Procedure](#) on page 61
- [Scan Options](#) on page 66
- [Scan Using TWAIN](#) on page 68
- [Scan Using WIA Driver](#) on page 69
- [Network Scan Manager](#) on page 70
- [Macintosh Scanning](#) on page 71
- [Linux Scanning](#) on page 72

Introduction

Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer or sent to a repository. Your machine can scan via USB or network to a PC or server, as well as directly to a USB memory device. The following filing options are available for *Scan*:

- **USB:** Using this option, you can scan an image to a USB Memory Device inserted into the USB Memory Device port.
- **Local PC:** This option is used if the machine is connected to a PC via USB cable. The scan driver must be installed on your PC prior to use. The scanned data will be stored in the connected computer's **My Documents** folder.
- **Network PC:** Using this option the scanned data will be stored to a networked PC, in the **My Documents** folder.
- **SMB:** Using this option, you can scan an image and upload it to a shared folder on an SMB server.
- **FTP:** Using this option, you can scan an image and upload it to an FTP server.

For instructions on setting up and configuring the **Scan** function, refer to the [System Administrator Guide](#).

Scanning Methods

Your machine offers the following ways to scan an image using a local connection:

- **TWAIN:** TWAIN drivers handle the communication between computer software and the scanning device. Scanning an image launches the selected application, enabling you to control the scanning process. This feature can be used via a local connection or a network connection. Refer to [Scan Using TWAIN](#) on page 68.
- **WIA:** WIA stands for Windows Image Acquisition. To use this feature your computer must be connected to the machine via a USB cable. Refer to [Scan Using WIA Driver](#) on page 69.

Scan Procedure

Using Scan, an electronic file can be created from a hard copy original. The electronic file can be filed to a specified destination.

This section describes the basic procedure for scanning. Follow the steps below.

- [Load the Documents](#) on page 61
- [Select the Scan Destination](#) on page 62
- [Select the Features](#) on page 64
- [Start the Job](#) on page 65
- [Check the Job Status](#) on page 65
- [Stop the Job](#) on page 65

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

Load the Documents

You can load the documents to be scanned either on the *document glass* or through the *document feeder*.

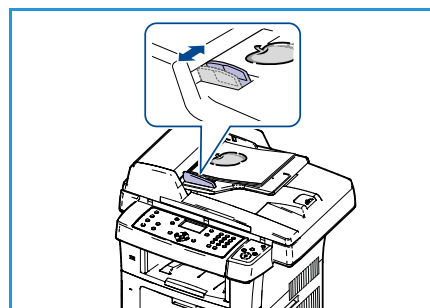
Document Feeder

The following steps explain how to load documents using the *document feeder*:

1. Before loading the documents into the *document feeder*, ensure they are in good condition and remove all staples and paper clips.
2. Insert the documents neatly into the *document feeder*, face up. The first page should be on top with the headings towards the left of the machine.

Note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to [Paper Supply](#) on page 193 for further information.

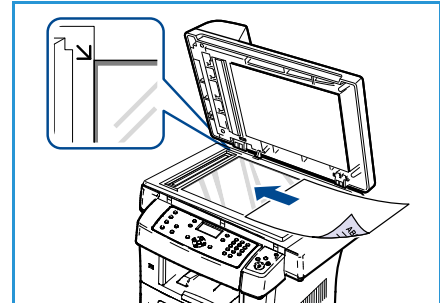
3. Place the documents in between the guides placing the left edge in the *document feeder*, and position the guides to just touch the edge of the documents.



Document Glass

The following steps explain how to load documents using the *document glass*:

1. Raise the *document feeder*.
2. Place the document face down on the *document glass*, aligned with the tip of the registration arrow near the top left of the *document glass*.
The default document size is 8.5 x 11" or A4. For other sized documents change the **Original Size** option. Refer to [Scan Options](#) on page 66 for further information.
3. Lower the *document feeder*.



Select the Scan Destination

Scan to USB

1. Insert a USB Memory Device into the USB memory port on your machine. Refer to [Inserting the USB Memory Device](#) on page 102 for instructions.
2. Press the **Scan** button on the control panel.
3. Press the up/down arrows to highlight **USB**.
4. Press the **2 Sided** button or **Menu** button to customize Scan settings. Refer to [Select the Features](#) on page 64.
5. When the scan settings are selected, press **OK** to scan your originals.



Scan to Local PC

To use *Scan to Local PC*, the machine must be connected to your PC or workstation via USB cable. The scan driver must be installed on your PC prior to use. For instructions, refer to the [System Administrator Guide](#).

1. Press the **Scan** button on the control panel.
2. Press the up/down arrows to highlight **Local PC**.
3. Press the **2 Sided** button to customize Scan settings.
4. Press **OK**. If you see the **Not Available** message, check the port connection.
5. Press the up/down arrows until the scan destination you want highlights and press **OK**. The default setting is **My Documents**.

The images are scanned and filed to the destination selected.

Scan to Network PC

Make sure that your machine is connected to a network. Make sure the machine has been configured using the Network Scan Manager utility and the scan driver has been installed. For instructions, refer to the [System Administrator](#) guide.

Note: The Xerox Network Scan Manager program can only be used in the Windows system.

1. Press the **Scan** button on the control panel.
2. Press the up/down arrows to highlight **Network PC**.
3. Press the **2 Sided** button to customize Scan settings.
4. Press **OK**. If you see the **Not Available** message, check the connection and/or setup.
5. Press the up/down arrows to highlight the **Login ID** you want and press **OK**.
6. Enter the **Password** using the keypad and press **OK**.
7. Press the up/down arrows to highlight the **Scan Destination** you want and press **OK**. The default setting is **My Documents**.
8. Press the up/down arrows to highlight the **Resolution** you want and press **OK**.
9. Press the up/down arrows to highlight the **Color** you want and press **OK**.
10. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

The images are scanned and filed to the destination selected.

Scan to FTP

Make sure that your machine is connected to a network. Make sure the machine has been configured using CentreWare Internet Services. Refer to the [System Administrator](#) guide for instructions.

1. Press the **Scan** button on the control panel.
2. Press the up/down arrows to highlight **FTP**.
3. Press the **2 Sided** button or **Menu** button to customize Scan settings. Refer to [Select the Features](#) on page 64.
4. Press **OK**.
5. If Authentication is enabled, enter your **Login ID** and **Password** (if required).
6. Press the up/down arrows until the server you want highlights and press **OK**.
7. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

The images are scanned and filed to the destination selected.

Scan to SMB

Make sure that your machine is connected to a network. Make sure the machine has been configured using CentreWare Internet Services. Refer to the [System Administrator](#) guide for instructions.

1. Press the **Scan** button on the control panel.
2. Press the up/down arrows to highlight **SMB**.
3. Press the **2 Sided** button or **Menu** button to customize Scan settings. Refer to [Select the Features](#) on page 64.
4. Press **OK**.

5. If Authentication is enabled, enter your **Login ID** and **Password** (if required).
6. Press the up/down arrows until the server you want highlights and press **OK**.
7. Press the up/down arrows to highlight the **File Format** you want and press **OK**.

The images are scanned and filed to the destination selected.

Select the Features

Various features can be selected for your scan job when the machine is in the *Ready* mode. Once you have made a selection, press **Back** to return to the *Ready* screen.

1. Press the **2 Sided** button on the control panel. The following *2 Sided* options are available:

- **1 → 1 Sided:** Use this option for 1 sided originals.
- **2 → 1 Sided:** Use this option for 2 sided originals.
- **2 → 1 Sided, Rotated:** Use this option for 2 sided originals which have the second side rotated. This option will rotate the second side image 180 degrees.

Select the **2 Sided** option required using the up/down arrows and press **OK**.

2. The following features are available through the **Menu** button for *Scan to USB*, *Scan to FTP* and *Scan to SMB*.

File Format	Sets the file format of the saved image.
Output Color	Sets the color mode of the scanned image.
Lighten/Darken	Provides manual control to adjust the lightness or darkness of the scanned images.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.
Original Type	Used to improve the image quality by selecting the document type for the originals.
Resolution	Sets the image resolution. A higher resolution increases the file size.
Original Size	Use to set the size of the image being scanned.

Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For information about each of the options refer to [Scan Options](#) on page 66.

Start the Job

1. Press the **Start** button.
2. If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned. The images are scanned and filed to the destination selected.



Check the Job Status

1. Press the **Job Status** button on the control panel to display job status information.
2. A list of Active Jobs is displayed. Select your job using the up/down arrows and press **OK**.
3. The following Job Options are available:
 - **Delete:** Select this option to delete the job. Use the left/right arrows to select **Yes** or **No**.
 - **Details:** Select this option to display details about the job. The job name, owner, type, status and submission time is displayed.



Stop the Job

Follow the steps below to manually cancel an activate scan job.

1. Press the **Stop** button on the control panel. A confirmation is displayed, press **Stop** again to cancel the current scan job.
2. To cancel a queued job press the **Job Status** button on the control panel to display the active jobs.
3. Use the up/down arrows and select the job required, press **OK**.
4. Select **Delete** and **OK**.
5. Select **Yes** to delete the job or **No** to return to previous screen.

Scan Options

Your machine provides the following options to customize your Scan jobs. Use the **Menu** button to access the options. For information about changing the default Scan settings, refer to [Scan Defaults](#) on page 145.

Feature	Description	Options
File Format	<i>File Format</i> determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image.	<ul style="list-style-type: none"> • PDF (Portable Document Format): Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • TIFF (Tagged Image File Format): Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • Multi Page TIFF: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. • JPEG (Joint Photographic Experts Group): Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
Lighten/Darken	This provides manual control to adjust the lightness or darkness of the scanned images.	<ul style="list-style-type: none"> • Lightest: Lightens the image to the lightest setting. • Light: Works well with dark print. • Normal: Works well with standard typed or printed originals. • Dark: Works well with light print. • Darkest: Darkens the original to the darkest setting.
Output Color	Select <i>Output Color</i> to produce black and white, grayscale or color output.	<ul style="list-style-type: none"> • Color: Use to select color output from your original. • Grayscale: Use if gray scales are required. • Black and White: Use to select black and white output regardless of the color of your original.
Original Type	The <i>Original Type</i> setting is used to improve the image quality by selecting the document type for the originals.	<ul style="list-style-type: none"> • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • On: Select to eliminate background. • Off: Select if <i>Background Suppression</i> is not required.

Feature	Description	Options
Resolution	<i>Resolution</i> affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	<ul style="list-style-type: none"> • 600 dpi: Recommended for high quality photos and graphics. It produces the largest image file size, but delivers the best image quality. <p>Note: 600 dpi is only supported for Scan to USB when the maximum memory is installed.</p> <ul style="list-style-type: none"> • 300 dpi: Recommended for high quality text documents that are to pass through <i>OCR</i> applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases. • 200 dpi: Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • 100 dpi: Recommended for lower quality text documents or if a smaller file size is required.
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio

Scan Using TWAIN

If you want to scan documents using other software, you will need to use TWAIN compliant software, such as Adobe Photoshop. Follow the steps below to scan with TWAIN compliant software:

1. Make sure that the machine is connected to your computer and powered on.
2. Install the TWAIN driver. Follow the install instructions provided with your driver.
3. Load originals face up into the *document feeder*, or place a single original face down on the *document glass*.
4. Open an application, such as Adobe Photoshop.
5. Open the TWAIN window and set the scan options.
6. Scan and save your scanned image.

Scan Using WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft Windows XP and works with digital cameras and scanners.

Note: The WIA driver works only on Windows XP/Vista/7.0 with a USB port.

1. Make sure that the machine is connected to your computer and powered on.
2. Install the WIA driver. Follow the install instructions provided with your driver.
3. Load originals face up into the *document feeder*, or place a single original face down on the *document glass*.
4. Scan the originals using the following instructions:

Windows XP

- a. From the **Start** menu, select **Control Panel**, > **Scanners and Cameras**.
- b. Double click your scanner driver icon. The **Scanner and Camera Wizard** appears. Then click **Next**.
- c. Set the option in **Choose scanning preferences** window. Then click **Next**.
- d. Enter a picture name, and select a file format and destination to save the picture.
- e. Click **Next** to scan your originals.
- f. Click **Next** and **Finish** to view images.

Windows Vista

- a. From the **Start** menu select **Control Panel > Scanners and Cameras**.
- b. Double click **Scan a document or picture**. **Windows Fax and Scan** application appears. You can click on **View scanners and cameras** to view scanners.
- c. If there is no **Scan a document or picture**, open the MS paint program and from the **File** click **From Scanner or Camera...**.
- d. Click **New Scan**. Scan driver appears. Choose your scanning preferences.
- e. Click **Scan**.

Windows 7

- a. From the **Start** menu select **Control Panel > Devices and Printers**.
- b. Click the right mouse button on the device driver icon in **Printers and Faxes > Start Scan**. **New Scan** application appears.
- c. Choose your scanning preferences.
- d. Click **Scan**.

Network Scan Manager

If you have installed the scan driver, the Network Scan Manager program has been automatically installed too. Through this program, you can change scan settings and add or delete the folders where scanned documents are saved on your computer.

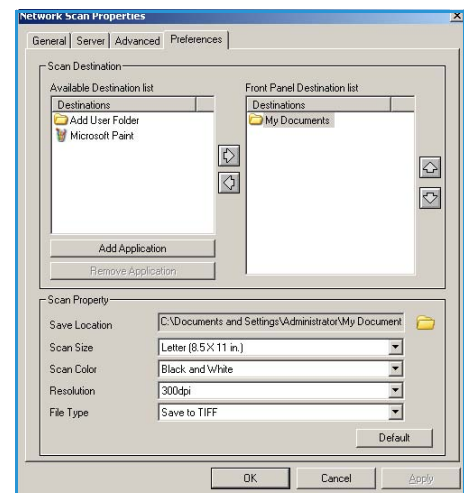
Note: The Xerox Network Scan Manager program can only be used in the Windows system.

1. Select the Network Scan Manager:
 - For Windows: From the **Start** menu, select **All Programs > Xerox > Network Scan > Network Scan**.
2. Select the appropriate machine from the *Xerox Network Scan Manager* window.
3. Select **Properties**.
The **Preferences** tab allows you to change the saving destination and scan settings, add or delete application program, and format files.
4. Click **OK** to confirm your settings.

Preferences Tab

Scan Destination

- **Available Destination List:** Shows the list of applications currently linked to scanned images in the PC's registry. Select the program you want to use and click the right arrow and add to **Front Panel Destination List**.
- **Front Panel Destination List:** Shows the list of applications to open scanned image.
- **Add Application:** Allows you to add an application to the **Available Destination List**.
- **Remove Application:** Allows you to remove an item added by the user from the **Available Destination List**.



Scan Property

- **Save Location:** Allows you to choose the location of the default saving folder.
- **Resolution:** Allows you to choose the scan resolution.
- **Output Color:** Allows you to choose black and white, grayscale or color output.
- **Original Size:** Allows you to select the size of the original document.
- **Default:** Allows you to revert to default options.
- **File Format:** Determines the type of file created and can be temporarily changed for the current job. You can select the file format you wish to use for your scanned image.

Macintosh Scanning

You can scan documents using **Image Capture** on Macintosh systems.

Scanning with USB Connection

Make sure that the machine is connected to your computer and powered on. Install the scan driver. Follow the install instructions provided with your driver.

1. Make sure that the machine and your workstation are connected to the network.
2. Load originals face up into the *document feeder*, or place a single original face down on the *document glass*.
3. Start **Applications** and click **Image Capture**.
If the **No Image Capture device connected** message appears, disconnect the USB cable and reconnect it. If the problem continues, refer to the **Image Capture** help option to resolve the problem.
4. Select the device required.
5. Set the scan options on this program.
6. Scan and save your scanned image.

For more information about using **Image Capture**, use the **Image Capture** help option.


Use TWAIN-compliant software to apply more scan options. You can also scan using TWAIN-compliant software, such as Adobe Photoshop. Scan processes differ according to the TWAIN-compliant software being used. Please refer to the User Guide supplied with the software for instructions.

If scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates correctly in Mac OS X 10.3.9 or higher, and Mac OS X 10.4.7 or higher.

Linux Scanning

You can scan a document using the Unified Driver Configurator window. Make sure that the machine is powered on and connected to your computer via USB cable, or connected to the network. Install the scan driver. Follow the install instructions provided with your driver.

Scanning

1. Double-click the **Unified Driver Configurator** on your desktop.
2. Click the  button to switch to *Scanners Configuration*.
3. Select the scanner on the list.
 - If you use only one machine device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.
 - If you have two or more scanners connected to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.
4. Click **Properties**.
5. Load originals face up into the *document feeder*, or place a single original face down on the *document glass*.
6. From the **Scanner Properties** window, click **Preview**.
The document is scanned and the image preview appears in the **Preview Pane**.
7. Drag the pointer to set the image area to be scanned in the **Preview Pane**.
8. Change the scan options in the **Image Quality** and **Scan Area** sections.
 - **Image Quality:** This option allows you to select the color composition and the scan resolution for the image.
 - **Scan Area:** This option allows you to select the page size. The **Advanced** button enables you to set the page size manually.

If you want to use one of the preset scan option settings, select the option from the **Job Type** drop-down list. (See [Job Type Settings](#) on page 72.)
9. Click **Default** to restore the default setting for the scan options.
10. When you have finished, click **Scan** to start scanning.
The status bar appears on the bottom left of the window to show you the progress of the scan. To cancel scanning, click **Cancel**.
The scanned image appears.
11. When you are finished, click **Save** on the toolbar.
12. Select the file directory where you want to save the image and enter the file name.
13. Click **Save**.

Job Type Settings

You can save your scan option settings for later use.

Saving a New Job Type Setting

1. Change the options from the Scanner Properties window.
2. Click **Save As**.
3. Enter the name for your setting.
4. Click **OK**.

Your setting is added to the **Job Type** drop-down list.










Deleting a Job Type Setting




1. Select the setting you want to delete from the **Job Type** drop-down list.
2. Click **Delete**.

The setting is deleted from the list.

Using the Image Manager

The Image Manager application provides you with menu commands and tools to edit your scanned image. Use the following tools to edit the image:

Tools	Name	Function
	Save	Saves the image.
	Undo	Cancels your last action.
	Redo	Restores the action you canceled.
	Scroll	Allows you to scroll through the image.
	Crop	Crops the selected image area.
	Zoom Out	Zooms the image out.
	Zoom In	Zooms the image in.
	Scale	Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.
	Rotate	Allows you to rotate the image; you can select the number of degrees from the drop-down list.

Tools	Name	Function
	Flip	Allows you to flip the image vertically or horizontally.
	Effect	Allows you to adjust the brightness or contrast of the image, or to invert the image.
	Properties	Shows the properties of the image.

For further details about the Image Manager application, refer to the on screen help.

E-mail

5

E-mailing with your machine lets you turn pictures and text into digital files that can be sent to an e-mail address. You can scan the originals and e-mail the scanned image to several destinations from the machine by e-mail.

This chapter includes:

- [E-mail Procedure](#) on page 76
- [E-mail Options](#) on page 80
- [Address Book](#) on page 82
- [Smart Key Addresses](#) on page 84

E-mail Procedure

If E-mail has been enabled, an electronic file can be created from a hard copy original. The electronic file can be e-mailed to a specified address.

This section describes the basic procedure for e-mailing. Follow the steps below.

- [Load the Documents](#) on page 76
- [Enter the E-mail Address](#) on page 77
- [Select the Features](#) on page 78
- [Start the Job](#) on page 78
- [Check the Job Status](#) on page 79
- [Stop the E-mail Job](#) on page 79

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

Load the Documents

You can load the documents to be scanned either on the *document glass* or through the *document feeder*.

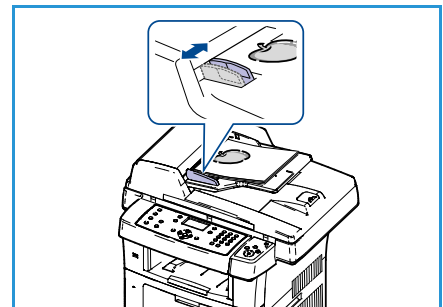
Document Feeder

The following steps explain how to load documents using the *document feeder*:

1. Before loading the documents into the *document feeder*, ensure they are in good condition and remove all staples and paper clips.
2. Insert the documents neatly into the *document feeder*, face up. The first page should be on top with the headings towards the left of the machine.

Note: Up to 60 sheets of 20 lb (75 g/m²) bond paper can be loaded. Weight ranges from 12.5 lb to 28 lb (50 - 120 g/m²) - refer to [Specifications](#) on page 191 for further information.

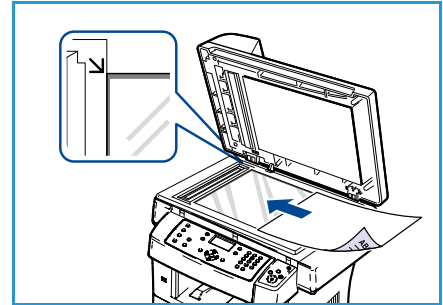
3. Place the documents in between the guides placing the left edge in the *document feeder*, and position the guides to just touch the edge of the documents.



Document Glass:

The following steps explain how to load documents using the *document glass*:

1. Raise the *document feeder*.
2. Place the document face down on the *document glass*, aligned with the tip of the registration arrow near the top left of the *document glass*.
The default document size is 8.5 x 11" or A4. For other sized documents change the **Original Size** option. Refer to [E-mail Options](#) on page 80 for further information.
3. Lower the *document feeder*.



Enter the E-mail Address

1. Press the **E-mail** button on the control panel.
If Authentication is enabled, enter your **Login ID** and **Password** (if required).
2. When **Enter From Address:** appears, enter the sender's e-mail address and press **OK**.
If **Send to Myself?** appears, press the left/right arrows to highlight **Yes** or **No** and press **OK**.
3. When **Enter Destination Addresses:** appears, enter the recipient's e-mail address and press **OK**.
 - Use the **.com** button to add commonly used address text to the e-mail address, for example **.com** or **@yourdomainname.com**. Press the **.com** key repeatedly until the text required is displayed and press **OK**. The text is added to address. The *Smart Key* text can be customized using CentreWare Internet Services, refer to [Smart Key Addresses](#) on page 84 for instructions.
 - E-mail addresses can also be added using the *Address Book*, refer to [Address Book](#) on page 82 for instructions.
 - Press the down arrow and enter additional e-mail addresses if required and press **OK**.
4. If **File Format** appears, highlight the file format required and press **OK**.
5. Enter an e-mail subject and press **OK**.
6. When **Ready to E-mail** appears you can add or edit the recipient list, press **Menu** to select additional features or press **Start** to scan your originals.
 - To add additional recipients, highlight **Add Another Address** and enter the address required.
 - To edit or delete recipients, use the up/down arrows to highlight the address requiring editing or deleting and press **OK**. Use the left arrow key to delete characters and then edit the address. To delete the address, press the down arrow key to highlight **Delete** and select **OK**.



Select the Features

Various features can be selected for your e-mail job. The most common features are selected from the control panel. Once you have made a selection, press **Back** to return to the Ready screen.

1. Press the **2 Sided** button on the control panel. The following *2 Sided* options are available:

- **1 → 1 Sided:** Use this option for 1 sided originals.
- **2 → 1 Sided:** Use this option for 2 sided originals.
- **2 → 1 Sided, Rotated:** Use this option for 2 sided originals which have the second side rotated. This option will rotate the second side image 180 degrees.

Select the **2 Sided** option required using the up/down arrows and press **OK**.

2. The following features are available through the **Menu** button:

File Format	Sets the file format of the saved image.
Output Color	Sets the color mode of the scanned image.
Lighten/Darken	Provides manual control to adjust the lightness or darkness of the scanned images.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.
Original Type	Used to improve the image quality by selecting the document type for the originals.
Resolution	Sets the image resolution. A higher resolution increases the file size.
Original Size	Use to set the size of the image being scanned.

Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For information about each of the options refer to [E-mail Options](#) on page 80.

Start the Job

1. Press the **Start** button.
2. If using the *document glass* to scan 2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.
The images are scanned and sent to the e-mail address or addresses entered.



Check the Job Status

1. Press the **Job Status** button on the control panel to display job status information.
2. A list of Active Jobs is displayed. Select your job using the up/down arrows and press **OK**.
3. The following Job Options are available:
 - **Delete:** Select this option to delete the job. Use the left/right arrows to select **Yes** or **No**.
 - **Details:** Select this option to display details about the job. The job name, owner, type, status and submission time is displayed.



Stop the E-mail Job

Follow the steps below to manually cancel an active e-mail job.

1. Press the **Stop** button on the control panel to cancel the current E-mail job.
2. To cancel a queued job press the **Job Status** button on the control panel to display the active jobs.
3. Use the up/down arrows and select the job required, press **OK**.
4. Select **Delete** and **OK**.
5. Select **Yes** to delete the job or **No** to return to previous screen.

E-mail Options

Your machine provides the following options to customize your E-mail jobs. Use the **Menu** button to access the options. For information about changing the default E-mail settings, refer to [E-mail Defaults](#) on page 138.

Feature	Description	Options
File Format	<i>File Format</i> determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image.	<ul style="list-style-type: none"> • PDF (Portable Document Format): Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • TIFF (Tagged Image File Format): Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • Multi Page TIFF: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. • JPEG (Joint Photographic Experts Group): Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
Lighten/Darken	This provides manual control to adjust the lightness or darkness of the scanned images.	<ul style="list-style-type: none"> • Lightest: Lightens the image to the lightest setting. • Light: Works well with dark print. • Normal: Works well with standard typed or printed originals. • Dark: Works well with light print. • Darkest: Darkens the original to the darkest setting.
Output Color	Select <i>Output Color</i> to produce black and white, grayscale or color output.	<ul style="list-style-type: none"> • Color: Use to select color output from your original. • Grayscale: Use if gray scales are required. • Black and White: Use to select black and white output regardless of the color of your original.
Original Type	The <i>Original Type</i> setting is used to improve the image quality by selecting the document type for the originals.	<ul style="list-style-type: none"> • Text: Use for originals containing mostly text. • Text and Photo: Use for originals with mixed text and photographs. • Photo: Use when the originals are photographs.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • On: Select to eliminate background. • Off: Select if <i>Background Suppression</i> is not required.

Feature	Description	Options
Resolution	<i>Resolution</i> affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	<ul style="list-style-type: none"> • 300 dpi: Recommended for high quality text documents that are to pass through <i>OCR</i> applications. Also recommended for high quality line art or medium quality photos and graphics. This is the default resolution and the best choice in most cases. • 200 dpi: Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. • 100 dpi: Recommended for lower quality text documents or if a smaller file size is required.
Original Size	Allows you to specify the size of the image to be scanned.	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal • Executive • Folio • Oficio


Address Book

You can set up an *Address Book* with the e-mail addresses you use frequently via CentreWare Internet Services and then easily and quickly enter e-mail addresses by selecting them from the *Address Book*.

Store on Local Machine (Local Address Book)


This method means that you store e-mail addresses in your machine memory. You can add addresses, as well as group them in particular categories.

Individual

1. Open the web browser from your workstation.
2. In the URL field, enter `http://` followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100`
3. Press **Enter** to view the Welcome page. The CentreWare Internet Services options for your machine are displayed.
 

Note: To find the IP Address of your machine, print a configuration report. For instructions, refer to [Information Pages](#) on page 134.
4. Select the **Properties** tab and enter the login details. The default User Name is **admin** and the default password is **1111**.
5. Select **E-mail > E-mail Setup > Local Address Book**. The screen shows **Local Address Book** on the right side of the screen. Click **Add**.
6. When the **Add E-Mail** screen appears, select the **Index** number, enter **User Name** and **E-mail Address**.
7. Click **Apply**.

Group

1. Open the web browser from your workstation.
2. In the URL field, enter `http://` followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100`
3. Press **Enter** to view the Welcome page. The CentreWare Internet Services options for your machine are displayed.
 

Note: To find out the IP Address of your machine, print a configuration report. For instructions, refer to [Information Pages](#) on page 134.

4. Make sure you have configured **Local Address Book**.
5. Select the **Properties** tab and enter the login details. The default User Name is **admin** and the default password is **1111**.
6. Select **E-mail > E-mail Setup > Group Address Book**. The screen shows **Group Address Book** on the right side of the screen. Click **Add**.
7. Select the **Group** number and enter **Group Name**.
8. Select e-mail addresses by clicking the check boxes.

Searching the Address Book

There are two ways to search for an address in memory. You can either preview the entries from 0 to 199 sequentially or search by entering the first letters of the name associated with the address.

1. Press **E-mail** on the control panel.
2. Enter the Sender Address (From Address) and press **OK**. The *Enter To Addresses* field appears.
3. Press the **Address Book** button on the control panel.
4. Press the up/down arrows to select the appropriate *Address Book* and press **OK**.
5. Enter a few letters of the name you are searching for. The machine will return matching names.
6. Press the up/down arrows until the name and address you want highlights and press **OK**.

Printing the Local Address Book

1. Press the **Machine Status** button on the control panel.
2. Press the up/down arrows to highlight **Information Pages** and press **OK**.
3. Press the up/down arrows to highlight **Address Book** and press **OK**.
4. Press the up/down arrows to highlight **E-mail** and press **OK**.

Your *Address Book* information prints out.

Smart Key Addresses

Customizing the *Smart Key* addresses enables you to quickly access and select commonly used e-mail address text, for example *.com* or *@yourdomainname.com*. Up to six *Smart Key* addresses can be entered using the **E-mail Setup** options in CentreWare Internet Services.

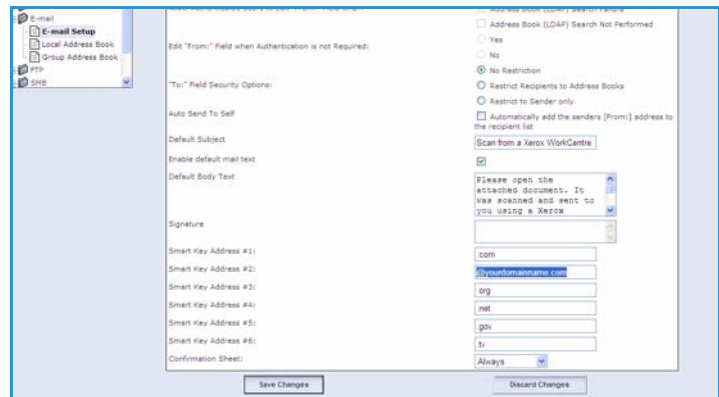
To customize the E-mail *Smart Key* addresses:

1. Open the web browser from your workstation.
2. In the URL field, enter `http://` followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100`
3. Press **Enter** to view the Welcome page. The CentreWare Internet Services options for your machine are displayed.



Note: To find the IP Address of your machine, print a configuration report. For instructions, refer to [Information Pages](#) on page 134.

4. Select the **Properties** tab and enter the login details. The default User Name is **admin** and the default password is **1111**.
5. Select **E-mail** and then **E-mail Setup**.
6. Up to six *Smart Key* addresses can be configured. Default text is provided for each key.
Enter the text required for each key and select **Save Changes**.



Each of the addresses configured will be available through the *.com* key on the machine.

Using Smart Key Addresses

The *Smart Key* addresses are selected by pressing the *.com* key on the control panel.

When entering the e-mail address, press the *.com* key repeatedly until the address text required is displayed and press **OK**.



The Xerox WorkCentre 3550 produces high quality prints from electronic documents. You can access the printer from your PC by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the Drivers CD or download the latest versions from the Xerox website at www.xerox.com.

This chapter includes:

- [Printing using Windows](#) on page 86
- [Printing using Macintosh](#) on page 96
- [Printing using Linux](#) on page 99

Printing using Windows

The following provides an overview of the print procedure and features available when printing using Windows.

Install Printer Software

You can install the printer software for local printing and network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use. The printer software also provides the *Fax from PC* function if selected during the installation process.

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation.

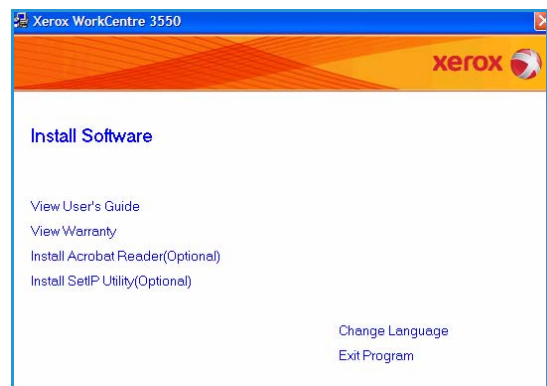
You can install the printer software using the typical or custom method. The instructions provided here are for the typical method. For custom install instructions or further information about installing software, refer to the [System Administrator Guide](#).

Local Printer

A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to [Networked Printer](#) on page 87.

Note: If the “New Hardware Wizard” window appears during the installation procedure, click **Close** or **Cancel**.

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.
 - If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and click **OK**.
 - If you use Windows Vista, click **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the User Account Control window.
3. Click **Install Software**.

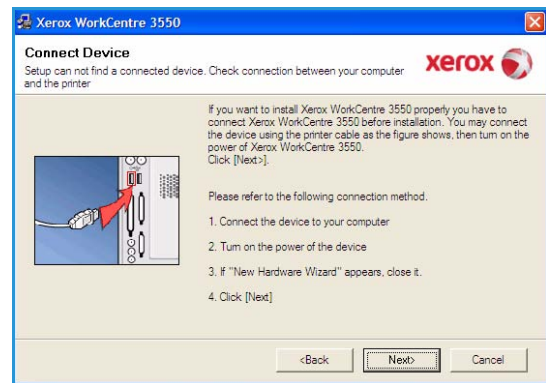


4. Click **Typical installation for a local printer** and follow the wizard instructions to install the local printer.

Note: For **Custom** install instructions, refer to the [System Administrator Guide](#).

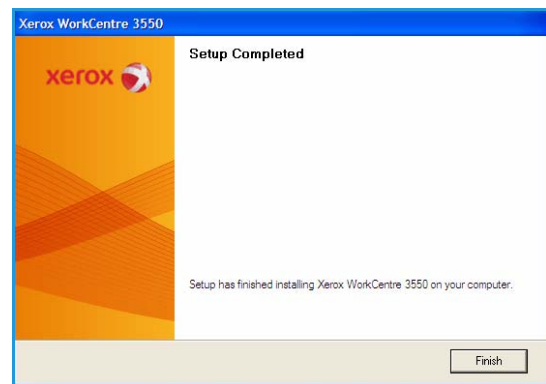


If your printer is not already connected to the computer, the *Connect Device* screen will appear. After connecting the printer, click Next. If you don't want to connect the printer at this time, click Next, and No on the following screen. Then the installation will start and a test page will not be printed at the end of the installation.



5. After the installation is finished, click **Finish**.

If the Test Print operation is successful, continue on to the next setup procedure in this document. If the print operation failed, refer to [Troubleshooting](#) on page 161.



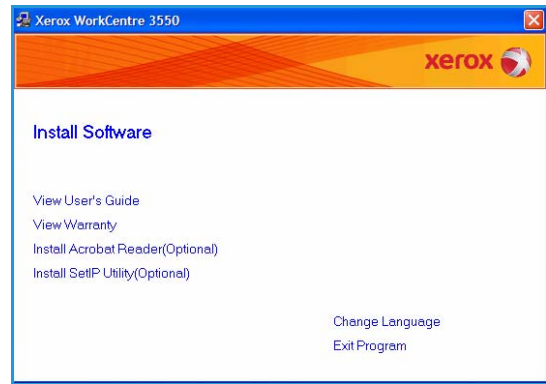
Networked Printer

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

1. Make sure that the printer is connected to your network and powered on. For details about connecting to the network, refer to the [System Administrator Guide](#).

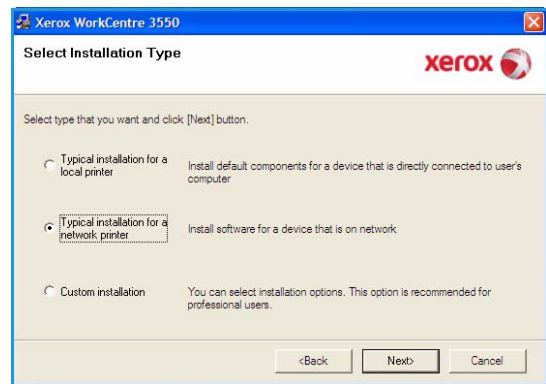
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.

- If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive and click **OK**.
- If you use Windows Vista, click **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in Windows Vista, click **Run Setup.exe** in **Install or run program** field, and click **Continue** in the User Account Control window.



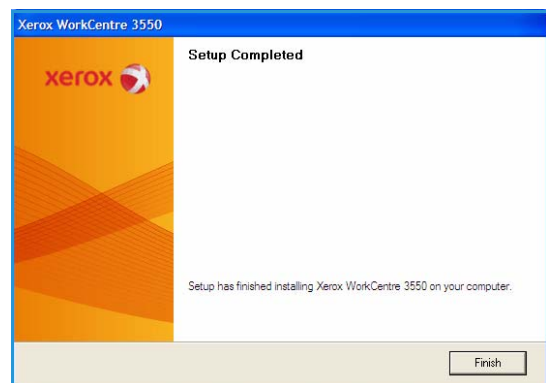
3. Click **Install Software**.
4. Click **Typical installation for a network printer** and follow the wizard instruction to select and install the printer.

Note: For **Custom** install instructions, refer to the [System Administrator Guide](#).



5. After the installation is finished, click **Finish**.

If the Test Print operation is successful, continue on to the next setup procedure in this document. If the print operation failed, refer to [Troubleshooting](#) on page 161.

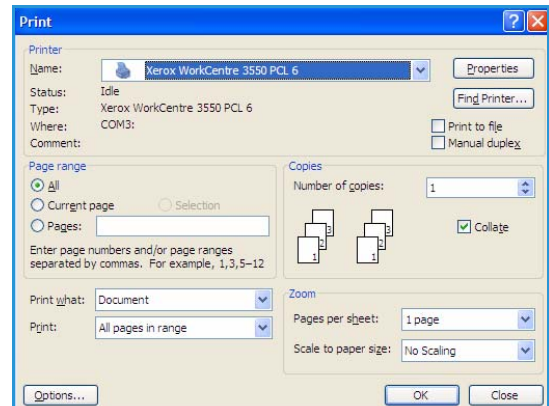


Print Procedure

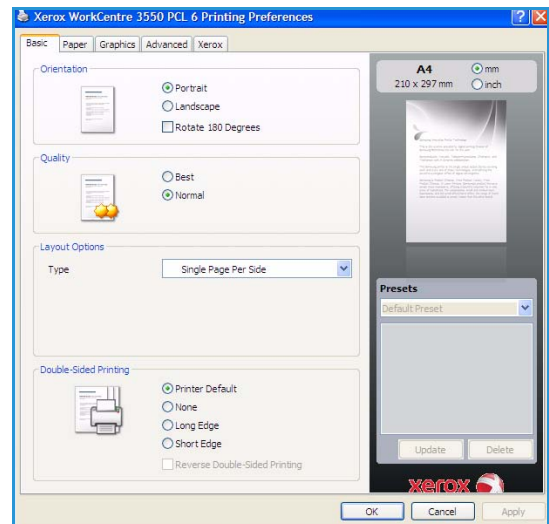
Documents can be printed from your PC using the print drivers supplied. The print driver must be loaded on each PC which uses the machine for printing.

Note: If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

1. Click **Print** in your application.
2. From the **Printer: Name** drop down menu, click on your machine.



3. Click on **Properties** or **Preferences** to make your print selections. For information on the individual tabs, refer to the following:
 - [Basic Tab](#) on page 90
 - [Paper Tab](#) on page 91
 - [Graphics Tab](#) on page 92
 - [Advanced Tab](#) on page 92
 - [Xerox Tab](#) on page 95
4. Click **OK** to confirm your selections.
5. Click **OK** to print your document.



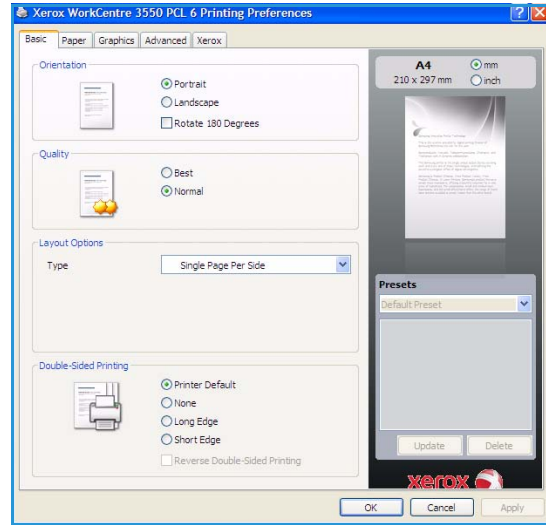
Basic Tab

The Basic Tab provides options to adjust how the document appears on the printed page. The options include orientation settings, quality settings, layout options and double-sided printing settings.

Orientation

Orientation allows you to select the direction in which information is printed on a page.

- **Portrait:** Prints across the width of the page, letter style.
- **Landscape:** Prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** This allows you to rotate the page 180 degrees.



Quality

Use this option to select the image quality setting required.

- **Best:** Use this option if printing graphics or photographs.
- **Normal:** Use this option for text or line art.

Layout Options

Layout Options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.

- **Single Page Per Side:** Use this option if the layout does not require changing.
- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.
- **Poster Printing:** Use this option to print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages or **Poster 4x4** for 16. Then choose the overlap amount in mm or inches.
- **Booklet Printing:** This allows you to print your document on both sides of the paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

Double-sided Printing

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

- **Printer Default:** If you select this option, this feature is determined by the setting made on the control panel of the printer.

- **None:** The document is printed single-sided.
- **Long Edge:** This is the conventional layout used in book binding.
- **Short Edge:** This is the type often used with calendars.
- **Reverse Double-Sided Printing:** The document is printed 2 sided and the second side images are rotated 180 degrees.

Paper Tab

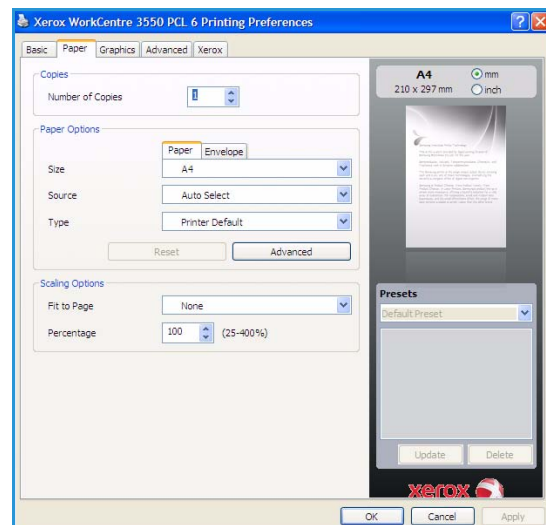
Use the Paper Tab options to set the basic paper handling specifications when you access the printer properties.

Copies

This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Paper Options

- **Size:** This allows you to set the size of paper required for printing. If the required size is not listed in the **Size** box, click **Edit**. When the *Custom Paper Setting* window appears, set the paper size and click **OK**. The setting appears in the list so that you can select it.
- **Source:** Use this option to select the paper tray required. Use the MP Tray (Bypass) when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure the **Envelope** tab is selected.
- **Advanced:** This allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page. This is useful if the first page is a cover or transparency.



Scaling Options

This allows you to automatically or manually scale your print job on a page.

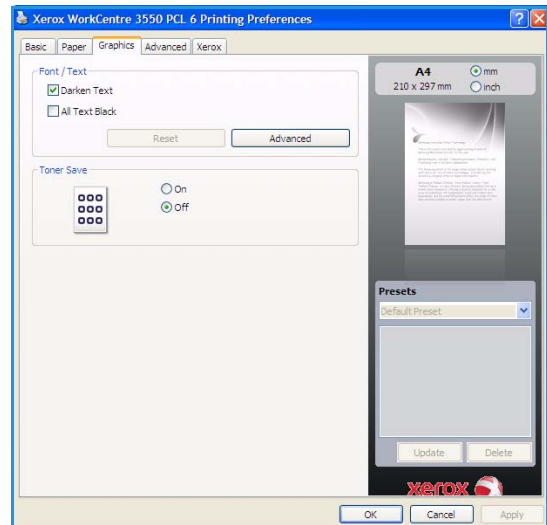
- **Fit to Page:** This allows you to scale your print job to any selected paper size, regardless of the digital document size.
- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.

Graphics Tab

Use the following options to adjust the print quality for your specific printing needs.

Font/Text

- **Darken Text:** Use this option to increase the darkness of the text in your document.
- **All Text Black:** All text in your document prints solid black, regardless of the color it appears on the screen.
- **Advanced:** Use this option to set font options. True Type fonts can be downloaded as Outline or Bitmap Images or printed as Graphics. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used.



Toner Save

Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality.

Advanced Tab

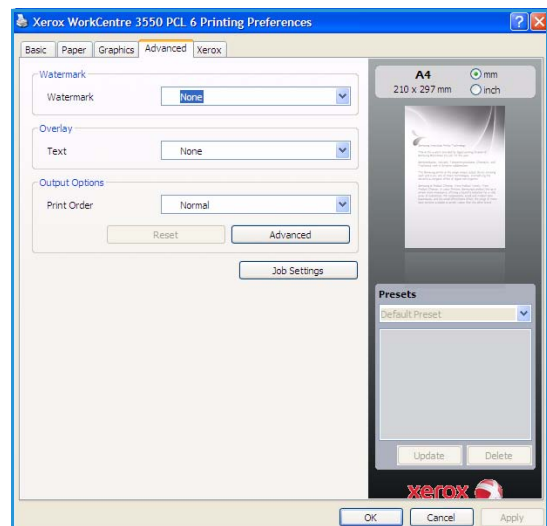
You can select Advanced output options for your document, such as watermarks or overlay text.

Watermark

This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list.

Using an Existing Watermark

Select the required watermark from the Watermark drop-down list. You will see the selected watermark in the preview image.



Creating a Watermark

1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.

3. Select the watermark options. You can select the font name, style, size or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
4. Click **Add** to add the new watermark to the list.
5. When you have finished editing, click **OK**.

Editing a Watermark

1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options.
3. Click **Update** to save the changes.
4. When you have finished editing, click **OK**.

Deleting a Watermark

1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
3. Click **OK**.

Overlay

An Overlay is text and/or images stored in the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper.

Creating a New Page Overlay

To use a page overlay, you must create a new page overlay containing your logo or image.

1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
2. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
3. Click **Create** and type a name in the File name box. Select the destination path, if necessary.
4. Click **Save**. The name appears on the **Overlay List** box.
5. Click **OK**.

Note: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

6. Click **OK** on the **Advanced** tab page.
7. Click **OK** on the main **Print** window.
8. An *Are you Sure?* message displays. Select **Yes** to confirm.

Using a Page Overlay

1. Select the required overlay from the **Overlay** drop-down list box.

If the overlay file you want does not appear in the Overlay list, click the Edit button and Load Overlay, and select the Overlay file.

If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Load Overlay window.

After you select the file, click Open. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box.

2. If necessary, click **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.

3. Click **OK**.

Deleting a Page Overlay

1. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
2. Select the Overlay you want to delete from the **Overlay List** box
3. Click **Delete Overlay**. When a confirming message window appears, click **Yes**.
4. Click **OK**.

Output Options

- **Normal:** All pages are printed.
- **Reverse All Pages:** Your printer prints all pages from the last page to the first page.
- **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
- **Print Even Pages:** Your printer prints only the even numbered pages of the document.

Advanced

Use this option if an **Information Page** requires printing with the job.

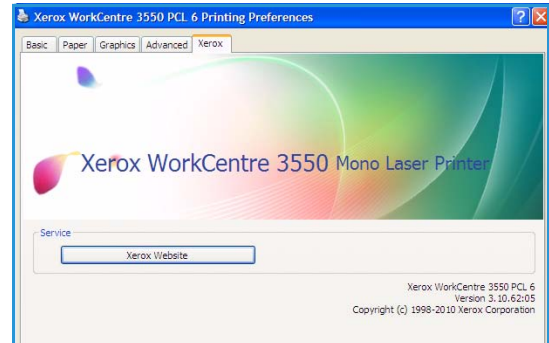
Job Settings

Choose from the following job types:

- **Normal:** Prints the job immediately without requiring a passcode.
- **Proof:** Prints one copy of the job as a sample and holds the remaining copies of the job at the printer until you release them from the printer's control panel.
- **Secure Print:** Prints the job only after you enter your passcode on the printer's control panel. When you choose this job type, the Secure Print dialog box appears so you can save your passcode.

Xerox Tab

This tab provides version and copyright information and a link to the Xerox website.



Printing using Macintosh

This section explains how to print using Macintosh. You need to set the print environment before printing. Refer to the [System Administrator Guide](#).

Printing a Document

When you print with a Macintosh, you need to check the printer driver setting in each application you use. Follow the steps below to print from a Macintosh:

1. Open the document you want to print.
2. Open the **File** menu and click **Page Setup** (**Document Setup** in some applications).
3. Choose your paper size, orientation, scaling, other options, and make sure that your machine is selected. Click **OK**.
4. Open the **File** menu and click **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Click **Print**.

Changing Printer Settings

You can use advanced printing features provided by your machine.

Open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

Note: The setting options may differ depending on printers and Macintosh OS version.

Layout

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Graphics

The **Graphics** tab provides options for selecting **Resolution**. Select **Graphics** from the drop-down list under **Orientation** to access the graphic features.

Resolution

This option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Paper

Set **Paper Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

Printer Features

Printer Features tab provides **Reverse Duplex Printing** and **Fit to Page** options. Select **Printer Features** from the drop-down list under **Orientation** to access the following features.

- **Reverse Duplex Printing:** The document is printed 2 sided and the second side images are rotated 180 degrees.
- **Fit to Page:** This option allows you to scale your print job to any selected paper size regardless of the document size. This can be useful when you want to check fine details on a small document.

Toner Save Mode

Selecting this option extends the life of your print cartridge and reduces your cost per page without a significant reduction in print quality.

- **Printer Setting:** Select this option to use the settings made on the control panel of the printer.
- **On:** Select this option to allow the printer to use less toner on each page.
- **Off:** If you do not need to save toner when printing a document, select this option.

Printing Multiple Pages on one Sheet

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
3. Select the other options you want to use.
4. Click **Print**, then the machine prints the selected number of pages you want to print on one sheet of paper.

Two Sided Printing

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are, as follows:

- **Long-Edge Binding** This option is the conventional layout used in book binding.
 - **Short-Edge Binding** This option is the type often used with calendars.
1. From your Macintosh application, select **Print** from the **File** menu.
 2. Select **Layout** from the drop-down list under **Orientation**.
 3. Select a binding orientation from the **Two Sided Printing** option.
 4. Select the other options you want to use.

5. Click **Print**, then the machine prints on both sides of the paper.

Note: If you print more than 2 copies, the first copy and the second copy might print on the same sheet of paper.

Printing using Linux

Printing from Applications

There are a lot of Linux applications that allow you to print using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

1. Open an application, and select **Print** from the **File** menu
2. Select **Print** directly using **lpr**.
3. In the LPR GUI window, select the machine from the printer list and click **Properties**.
4. Change the print job properties using the following four tabs displayed at the top of the window.
 - **General**: This option allows you to change the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
 - **Text**: This option allows you to specify the page margins and set the text options, such as spacing or columns.
 - **Graphics**: This option allows you to set image options that are used when printing image files, such as color options, image size, or image position.
 - **Device**: This option allows you to set the print resolution, paper source, and destination.
5. Click **Apply** to apply the changes and close the **Properties** window.
6. Click **OK** in the **LPR GUI** window to start printing.

The Printing window appears, allowing you to monitor the status of your print job.

Printing Files

You can print many different types of files on your machine using the standard CUPS method, directly from the command line interface. The drivers package replaces the standard **lpr** tool with a much more user-friendly LPR GUI program.

To print any document file:

1. Type **lpr <file_name>** from the Linux shell command line and press **Enter**. The **LPR GUI** window appears.
2. When you type only **lpr** and press **Enter**, the **Select file(s) to print** window appears first. Just select any files you want to print and click **Open**.
3. In the **LPR GUI** window, select your machine from the list, and change the print job properties.
4. Click **OK** to start printing.

Configuring Printer Properties

Using the **Printer Properties** window provided by the **Printers configuration**, you can change the various properties for your machine as a printer.

1. Open the **Unified Driver Configurator**.
If necessary, switch to **Printers configuration**.
2. Select your machine on the available printers list and click **Properties**.

3. The **Printer Properties** window opens.

The following five tabs display at the top of the window:

- **General:** This option allows you to change the printer location and name. The name entered in this tab displays on the printer list in **Printers configuration**.
- **Connection:** This option allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab.
- **Driver:** This option allows you to view or select another machine driver. By clicking **Options**, you can set the default device options.
- **Jobs:** This option shows the list of Print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
- **Classes:** This option shows the class that your machine is in. Click **Add to Class** to add your machine to a specific class or click **Remove from Class** to remove the machine from the selected class.

4. Click **OK** to apply the changes and close the **Printer Properties** window.

USB Port

7

USB memory devices are available with a variety of memory capacities to give you more room for storing documents. For information about setting up and enabling the USB Port, refer to the [System Administrator Guide](#).

This chapter includes:

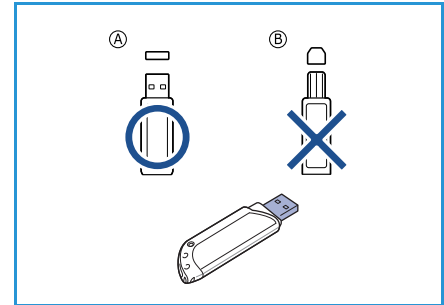
- [Inserting the USB Memory Device](#) on page 102
- [Scanning to USB Memory Device](#) on page 103
- [Printing from USB Memory Device](#) on page 105
- [Managing USB Memory](#) on page 106

Inserting the USB Memory Device

Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes.

1. Check your USB Memory Device is within specification.

- You must use only an authorized USB memory device with an A plug type connector.
- Use only an USB memory device with metal-shielded connector.

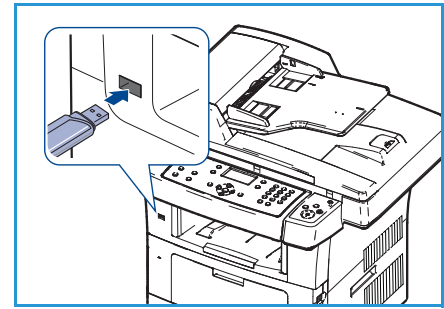


2. Insert the USB memory device into the USB memory port on your machine.



CAUTIONS:

- Do not remove the USB memory device while it is in use.
- If your USB memory device has certain features, such as security settings and password settings, your machine may not automatically detect it. For details about these features, see your USB memory device User Guide.



Scanning to USB Memory Device

You can scan a document and save the scanned image onto a USB memory device. When the USB Memory Device is inserted into the USB memory port, the option to Scan To USB is automatically displayed. If this option is selected, the machine immediately scans your documents using the default scan settings. If you want to customize the scan settings, such as the *File Format* or *Resolution*, use the following procedure:

1. Insert a USB Memory Device into the USB memory port on your machine.
2. Load the documents to be scanned either face down on the *document glass* or face up into the *document feeder*.
3. Press the **Scan** button on the control panel.
4. Press the up/down arrows to highlight **USB** and press **OK**.
5. Press the **2 Sided** button on the control panel. The following *2 Sided* options are available:

- **1 → 1 Sided:** Use this option for 1 sided originals.
- **2 → 1 Sided:** Use this option for 2 sided originals.
- **2 → 1 Sided, Rotated:** Use this option for 2 sided originals which have the second side rotated. This option will rotate the second side image 180 degrees.



Select the **2 Sided** option required using the up/down arrows and press **OK**.

6. The following features are available through the **Menu** button.

File Format	Sets the file format of the saved image.
Output Color	Sets the color mode of the scanned image.
Lighten/Darken	Provides manual control to adjust the lightness or darkness of the scanned images.
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.
Original Type	Used to improve the image quality by selecting the document type for the originals.
Resolution	Sets the image resolution. A higher resolution increases the file size.
Original Size	Use to set the size of the image being scanned.

Press the up/down arrows until the feature you want highlights and press **OK**. Select the setting required and press **OK**.

For information about each of the options refer to [Scan Options](#) on page 66.

7. Press the up/down arrows to highlight **Scan to USB** and press **OK**.
8. Your machine begins scanning the original, and then asks if you want to scan another page. To scan another page, press the left/right arrows to highlight **Yes** and press **OK**. Load an original and press **Start**. Otherwise, press the left/right arrows to highlight **No** and press **OK**.

Scanning to USB Memory Device

After scanning is complete, you can remove the USB memory device from the machine.

Printing from USB Memory Device

You can directly print files stored on a USB memory device. You can print the following supported file types:

- **PRN:** Only files created by the driver provided with your machine are compatible. PRN files can be created by selecting the **Print to file** check box when you print a document. The document will be saved as a PRN file, rather than printed on paper. Only PRN files created using this method can be printed directly from USB memory device.
- If you create PRN files using another machine, the printout would be different.
- **TIFF:** TIFF 6.0 Baseline.
- **JPEG:** JPEG Baseline.
- **PDF:** PDF 1.4 and below.
- **PCL:** A PCL file.
- **PS:** A PostScript file.
- **TXT:** A text file.

To print a document from a USB memory device:

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the up/down arrows to highlight **Print from USB** and press **OK**.

Your machine automatically detects the device and reads data stored on it.

3. Press the up/down arrows until the folder or file you want highlights and press **OK**.

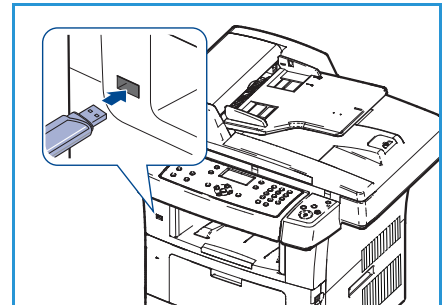
If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder.

If you selected a folder, press the up/down arrows until the file you want highlights and press **OK**.

4. Press the up/down arrows to select the number of copies to be printed or enter the number.
5. Press **OK** or **Start** to start printing the selected file.


After printing the file, the display asks if you want to print another job.

6. To print another document, press the left/right arrows to highlight **Yes** and press **OK**. Otherwise, press the left/right arrows to highlight **No** and press **OK**.
7. Press **Stop** to return to ready mode.



Managing USB Memory

You can delete image files stored on a USB memory device one by one or all at once by reformatting the device.

 **CAUTION:** After deleting files or reformatting a USB memory device, files cannot be restored. Therefore, confirm that you no longer need the data before deleting it.

Deleting an Image File

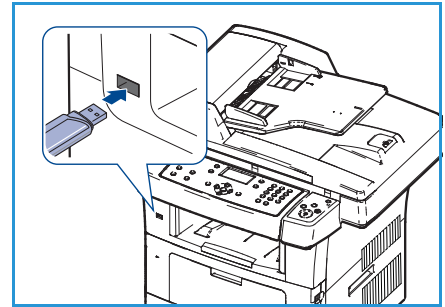
1. Insert a USB memory device into the USB memory port on your machine.
2. Press the up/down arrows to highlight **Manage Files** and press **OK**.
3. Press the up/down arrows to highlight **Delete** and press **OK**.
4. Press the up/down arrows until the folder or file you want highlights and press **OK**.

If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder.

If you selected a file, the display shows the size of the file for about 2 seconds.

If you selected a folder, press the up/down arrows until the file you want to delete highlights and press **OK**.

5. To delete the file, press the up/down arrows to highlight **Yes** and press **OK**.
6. Press **Stop** to return to ready mode.



Formatting a USB Memory Device

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the up/down arrows to highlight **Manage Files** and press **OK**.
3. Press the up/down arrows to highlight **Format** and press **OK**.
4. To format a USB memory device, press the up/down arrows to highlight **Yes** and press **OK**.
5. Press **Stop** to return to ready mode.

Viewing the USB Memory Status

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the up/down arrows to highlight **Available Space** and press **OK**.
The available memory space appears on the display.
3. Press **Stop** to return to ready mode.

CentreWare Internet Services

8

CentreWare Internet Services uses the embedded HTTP Server on the machine. This allows you to communicate with your machine through a web browser. Entering the IP Address of the machine as the URL (Universal Resource Locator) in the browser provides direct access to the machine over the internet or intranet.

This chapter includes:

- [Using CentreWare Internet Services](#) on page 108
- [Welcome](#) on page 109
- [Status](#) on page 110
- [Jobs](#) on page 112
- [Print](#) on page 113
- [Properties](#) on page 114
- [Support](#) on page 115

Using CentreWare Internet Services

Prior to connecting to CentreWare Internet Services the machine must be physically connected to the network with TCP/IP and HTTP enabled. An operational workstation with *TCP/IP Internet* or *Intranet* accessibility is also required.

To access CentreWare Internet Services:

1. Open the web browser from your workstation.
2. In the URL field, enter `http://` followed by the IP Address of the machine. For example: if the IP Address is 192.168.100.100, enter the following into the URL field:
`http://192.168.100.100`
3. Press **Enter** to view the Welcome page.



The CentreWare Internet Services options for your machine are displayed.

Note: To find the IP Address of your machine, print a configuration report. For instructions, refer to [Information Pages](#) on page 134.

Welcome

The Welcome page provides information about your machine and access to the CentreWare Internet Services options.

A summary of the machine features is listed, along with the machine name and address details. Use the Refresh Status to update the machine status information.

If a different language is required, select the language drop-down menu and change to the language required.

Use the Index option to navigate to specific topics, or the Help option to access Xerox.com for further assistance.



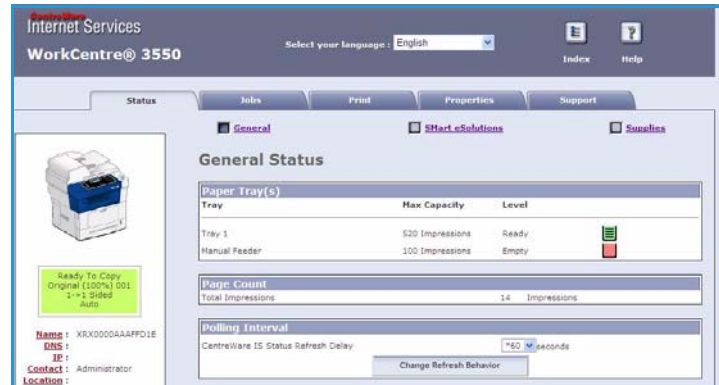
Status

Use this option to review status information about your machine.

General Status

This option provides information about the paper trays, the total number of impressions made, and the current polling interval.

To change the polling interval, use the drop down menu and select the number of seconds required. Select **Change Refresh Behavior** to confirm the change.

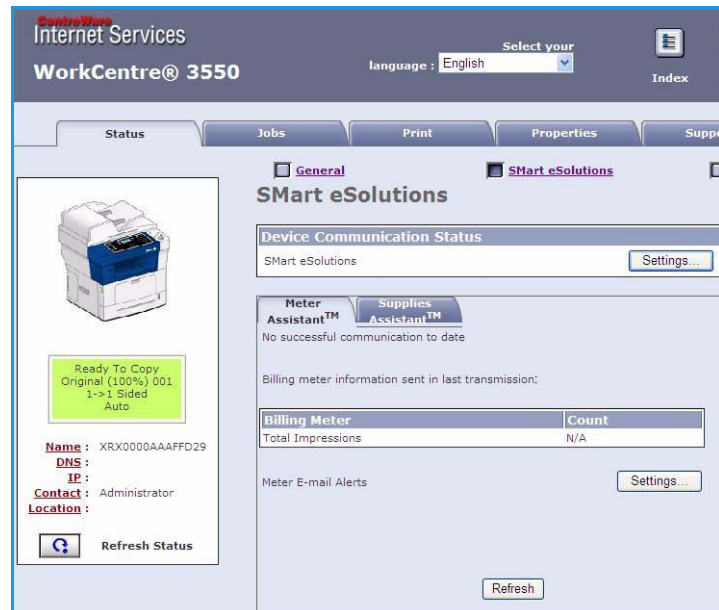


Smart eSolutions

Smart eSolutions provides a setup page to guide you through the steps required to configure the device for automatic meter readings. Smart eSolutions allows the device to automatically send data to Xerox to be used for billing (Meter Assistant) and print cartridge replenishment (Supplies Assistant).

Smart eSolutions provides the following features:

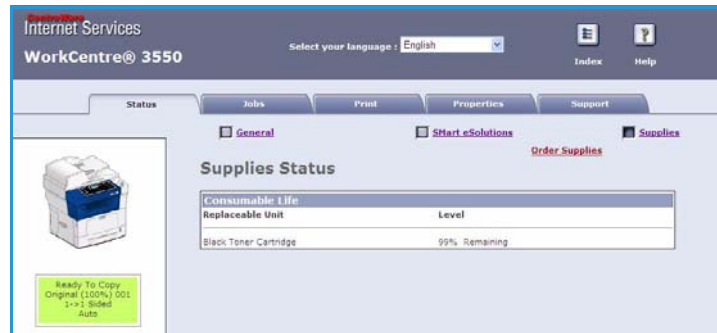
- **MeterAssistant™**: Submits meter reads to Xerox from network devices.
- **SuppliesAssistant™**: Manages print cartridge supplies for network equipment, and also monitors actual usage.



Supplies

This option provides information on the life of the print cartridge.

Use the **Order Supplies** link to access the Xerox website and search for supplies information.

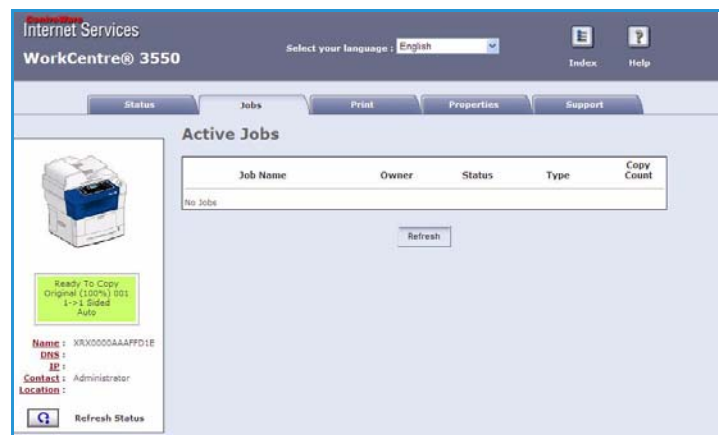


Jobs

Use this option to check the status of your job. The *Active Jobs* list displays a list of the current jobs and the status of each job.

Select **Delete** to delete the highlighted job.

Select **Refresh** to update the jobs list and status information.



Print

The *Print* option enables you to print configuration pages, or to send a print ready job such as a PDF or PostScript file to the printer over the internet. You can send the job from your desktop or from a remote location.

Print Configuration Pages

To print a Configuration Page:

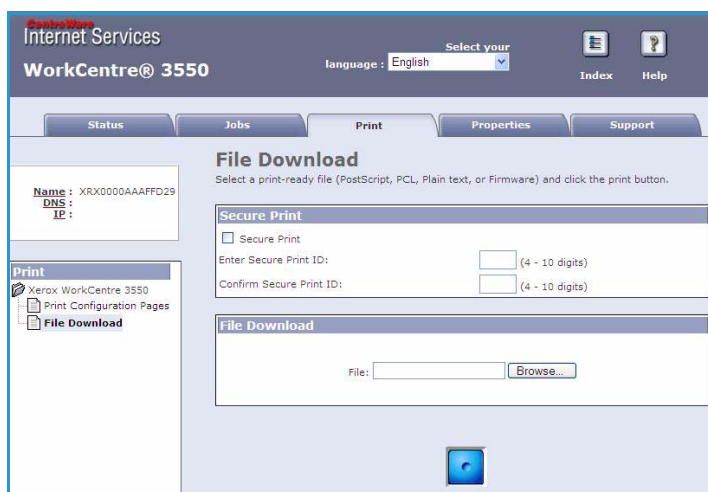
1. Ensure **Print Configuration Pages** is selected in the **Print** menu on the left.
2. Select the configuration page required, **Printer Configuration Page** or **Network Configuration Page**.
3. Select the print button.
The selected configuration page will be printed on the machine.



File Download

To send a print ready job to the printer:

1. Select **File Download** from the **Print** menu on the left.
2. Enter the path and file name of the job requiring printing, or use the **Browse** option to locate the file.
3. If the job is confidential, select the **Secure Print** check box and enter a secure print ID between 4 - 10 digits. Confirm the ID.
The ID entered will be required to release and print the job at the printer.
4. Select the print button to send the job to the printer over the internet.
The job will be printed on the machine.



Properties

The **Properties** option contains all the settings, setups and default values for installing and setting up the machine. These are protected by a user name and password and should only be changed by your System Administrator.

For information about all the **Properties** options, refer to the [System Administrator Guide](#).



Support

The *Support* option contains the contact information for your System Administrator.

It also provides links to the Xerox website for downloading the Printer Drivers and User Manuals, ordering supplies, accessing Technical Support or registering your machine.

Internet Services
WorkCentre® 3550

Select your language: English

[Index](#) [Help](#)

[Status](#) [Jobs](#) [Print](#) [Properties](#) [Support](#)

Support

Name : XRX0000AAAFD1E
 DNS :
 IP :
 Contact : Administrator
 Location :
[Refresh Status](#)

Contact Information : System Administrator

Name:
 Phone Number:
 Location:
 E-mail Address:

[Save Changes](#) [Discard Changes](#)

Software Links
[Printer Drivers](#)

Documentation Links
[User Manuals](#)

Support Links
[Order Supplies](#)
[Technical Support](#)
[Register Printer](#)

Paper and Media

9

This chapter contains information about the different types of stock and stock sizes that can be used on your machine, available paper trays and the types of stock and sizes supported by each tray.

This chapter includes:

- [Loading Paper](#) on page 118
- [Setting Paper Size and Type](#) on page 122
- [Media Specifications](#) on page 124

Loading Paper

One Paper Tray and a Bypass Tray are standard on your machine. A second Paper Tray is available to purchase as an option.

Various media sizes and types can be used in the trays. For more media specifications, refer to [Media Specifications](#) on page 124.

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

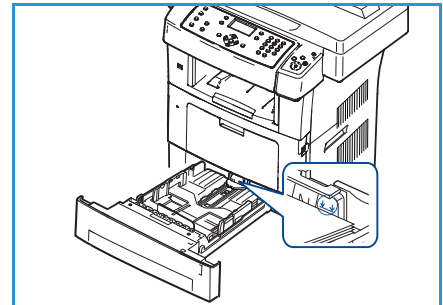
Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.

Loading the Paper Trays

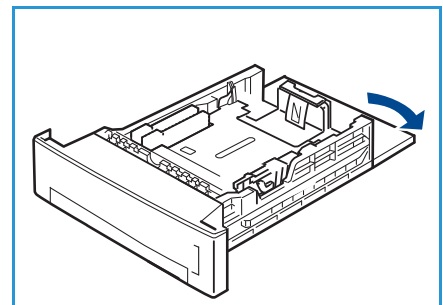
Using the instructions provided below, load paper into the machine. Up to three paper trays are available, depending on your machine configuration.

1. Open the paper tray.

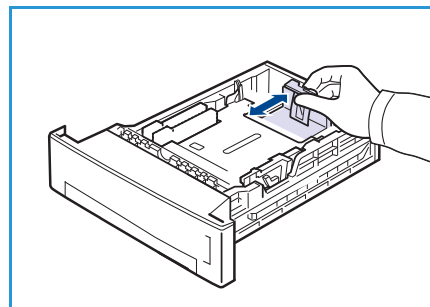
The paper level indicator on the front of the tray 1 and the optional tray 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator of the bar is completely lowered.



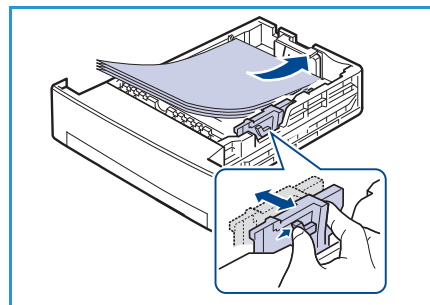
2. If loading Legal, Oficio and Folio open the back of the paper tray.



3. Squeeze the rear guide and move from the current position and into the correct position for the current paper size. Make sure the guide clicks into place.



4. Load paper into the tray. Do not fill above the *28lb (105g)* line at the rear of the tray.
5. Position the side guide by squeezing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.
6. Insert the paper tray into the machine.
7. After loading paper in the paper tray, set the paper size and type using the control panel. Press **OK** to confirm the settings or **Stop** to change the settings. These settings will apply to Copy and Fax modes.
8. When printing from your PC, ensure you select the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to [Setting Paper Size and Type](#) on page 122.



Note: The settings made from the print driver override the settings on the control panel.

Using the Bypass Tray

The Bypass Tray is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the Bypass Tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

When using the Bypass Tray for special media it may be necessary to use the Rear Door for the output. For further information refer to [Media Output Locations](#) on page 19.

Acceptable print media is plain paper from 3.8" x 5.8" to 8.5" x 14" Legal (98 mm x 148 mm to 216 mm x 356 mm) and weighing between 16 lb and 24 lb (60 g/m² and 90 g/m²).

Loading the Bypass Tray

1. Lower the Bypass Tray, located on the front of the machine and unfold the paper support extension.
Note: Remove any curl on postcards and labels before loading them into the Bypass Tray.
2. Prepare a stack of paper for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

Note: The Bypass Tray can hold a maximum of 50 sheets of 20 lb (80 g/m²) bond paper, 5 transparency sheets or 5 envelopes.

3. Load the print material with the print side facing down and against the right edge of the tray.

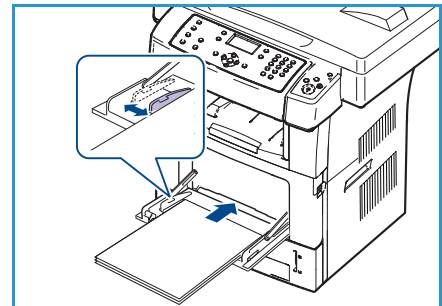
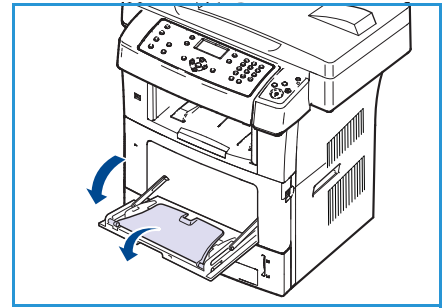
Note: Hold transparencies by the edges and avoid touching the print side.

4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the *Max Fill* line.
5. When printing from your PC, ensure you select the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to [Setting Paper Size and Type](#) on page 122.

The settings made from the machine driver override the settings on the control panel.

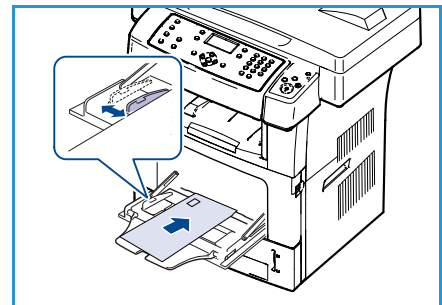
6. After printing, remove any unfed paper and close the Bypass Tray.

Note: If the paper does not feed well while printing, push the paper in manually until it starts feeding automatically.

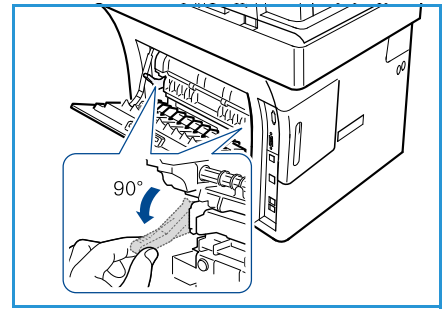


Envelope Mode

1. Lower the Bypass Tray, located on the front of the machine and unfold the paper support extension.
2. Remove any curl on envelopes before loading them into the Bypass Tray. Prepare a stack of envelopes for loading by flexing or fanning them back and forth. A maximum of 5 envelopes can be loaded. Straighten the edges on a level surface.
3. Load envelopes short edge feed and with the flaps facing up.
4. Adjust the paper guide to the width of the stack of print material. Ensure you have not loaded too much print media. The stack should be under the *Max Fill* line.



5. Open the Rear Door and release the Green Levers on the fuser.
6. When printing from your PC, ensure you select the **Select Paper** button to specify the correct paper size, color and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to [Setting Paper Size and Type](#) on page 122.
The settings made from the machine driver override the settings on the control panel.
7. After printing, close the Bypass Tray.



Setting Paper Size and Type

After loading paper in the paper tray, set the paper size and type using the control panel. These settings will apply to Copy and Fax modes. For computer printing, select the paper size and type in the application program you use on your computer.

Note: The settings made from the print driver override the settings on the control panel.

After closing the paper tray the Paper Size and Type settings are automatically displayed. Using the settings displayed or the steps below, change the settings to match the Paper Size and Type of paper loaded.

Setting the Paper Size

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **System Setup** and press **OK**.
3. Press the up/down arrows to highlight **Paper Setup** and press **OK**.
4. Press the up/down arrows to highlight **Paper Size** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper size you want.
7. Press **OK** to save the selection.
8. Press **Stop** to return to ready mode.

If you want to use special sized paper, select a custom paper size in the Printer Driver. Refer to [Paper Options](#) on page 91 for instructions.

Setting the Paper Type

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **System Setup** and press **OK**.
3. Press the up/down arrows to highlight **Paper Setup** and press **OK**.
4. Press the up/down arrows to highlight **Paper Type** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper type you want.
7. Press **OK** to save the selection.
8. Press **Stop** to return to ready mode.

Setting the Paper Source

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **System Setup** and press **OK**.
3. Press the up/down arrows to highlight **Paper Setup** and press **OK**.
4. Press the up/down arrows to highlight **Paper Source** and press **OK**.
5. Press the up/down arrows to highlight **Copy Tray** or **Fax Tray** and press **OK**.

6. Press the up/down arrows to select the paper tray you want.
7. Press **OK** to save the selection.
8. Press **Stop** to return to ready mode.

Media Specifications

Media Guidelines

When selecting or loading paper, envelopes or other special media please adhere to these guidelines:

- Attempting to print on damp, curled, wrinkled or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations or texture that is too smooth or too rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conform with the specifications.
- Use only well-constructed envelopes with sharp, well creased folds:
 - DO NOT use envelopes with clasps and snaps.
 - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
 - DO NOT use damaged or poorly made envelopes.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the machine.
- Do not leave the special media in the Bypass Tray for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10 % and 70 %.
- When loading paper, do not fill above the *28lb (105g)* or *Maximum Fill* line.
- Verify that your labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.



CAUTION: Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.

- Do not feed a sheet of labels through the machine more than once. The adhesive backing is designed for one pass through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Media Types

The table below shows the media types supported for each tray.

Key:

O Supported **X** Not Supported

Types	Supported Weights	Tray 1	Tray 2 (optional)	Bypass Tray
Plain	60 to 105 g/m ² (16 to 28 lb)	O	O	O
Punched	60 to 105 g/m ² (16 to 28 lb)	O	O	O
Pre-printed	75 to 90 g/m ² (20 to 24 lb) preprinted paper	X	X	O
Letterhead	60 to 105 g/m ² (16 to 28 lb)	O	O	O
Heavyweight	105 to 169 g/m ² (28 to 45 lb) card stock	X	X	O
Lightweight	60 to 90 g/m ² (16 to 24 lb)	X	X	O
Recycled	60 to 70 g/m ² (16 to 18 lb) recycled paper.	O	O	O
Envelope	75 to 90 g/m ² (20 to 24 lb) envelopes	X	X	O
Transparency	138 to 146 g/m ² (37 to 39 lb) transparencies	X	X	O
Labels	120 to 150 g/m ² (32 to 40 lb) labels	X	X	O
Card Stock	105 to 163 g/m ² (28 to 43 lb) card stock	X	X	O
Bond	105 to 120 g/m ² (28 to 32 lb) bond	X	X	O
Archival	105 to 120 g/m ² (28 to 32 lb) if you need to keep the print-out for a long period time, such as archives, select this option	O	O	O
Custom 1 - 7	60 to 163 g/m ² (16 to 43 lb)	X	X	O
Special	105 to 120 g/m ² (28 to 32 lb)	X	X	O
Other	60 to 163 g/m ² (16 to 43 lb)	X	X	O

The media types are shown in the **Printing Preferences**. This paper type option allows you to set the type of paper to be loaded in the tray.

Machine Status and Setups

This chapter identifies the key settings that you can customize to meet your requirements. Changing these settings is easy and will save you time when using the machine.

This chapter includes:

- [Machine Status Menu](#) on page 128
- [Information Pages](#) on page 134
- [Copy Defaults](#) on page 136
- [E-mail Defaults](#) on page 138
- [Fax Setup](#) on page 140
- [Scan Defaults](#) on page 145
- [System Setup](#) on page 147
- [Network Settings](#) on page 154

Machine Status Menu

All the machine setup features are accessed through the **Machine Status** button on the control panel. The setup and default options should be setup and customized by the System Administrator. Therefore access to these options is passcode protected.

Accessing the Setup Options

To access the default and setup options:

1. Press the **Machine Status** button on the Control Panel.
2. Press the up/down arrow buttons to highlight the required option. Press **OK**.
3. Enter the Administrator's Password using the keypad. The default is **1111**.

Note: You may have to press the **1** key several times to enter the '1'.

After entering a character press the **Right** arrow button to enable the next character to be entered, or wait 2 seconds between presses.

Continue entering characters until the full password has been entered.

4. Press the **OK** button on the Control Panel. Once the password is verified the selected option menu displays.



Settings can also be customized using CentreWare Internet Services, refer to the [System Administrator Guide](#) for more information.

The following options are accessible from the **Machine Status** menu:

Feature	Option	Option Settings	
Machine Information	Model		
	Printer Name		
	DNS Name		
	IP Address		
	Serial Number		
	Activation Date		
	Billing Counters	<ul style="list-style-type: none"> Total Impressions Black Impressions Maint. Impressions 	<ul style="list-style-type: none"> Sheets 2 Sided Sheets
Toner Level	The level of toner remaining is indicated on the status bar.		

Feature	Option	Option Settings
Information Pages	All Pages	• Printing? Yes ! No
	Configuration Page	• Printing? Yes ! No
	Address Book	• Fax • E-mail
	Send Report	• Printing? Yes ! No
	Sent Report	• Fax • E-mail
	Fax Rcv Report	• Printing? Yes ! No
	Scheduled Jobs	• Printing? Yes ! No
	Junk Fax Report	• Printing? Yes ! No
	Network Information	• Printing? Yes ! No
	User Auth List	• Printing? Yes ! No
	Billing Counters	• Printing? Yes ! No

Feature	Option	Option Settings	
Copy Defaults	Copy Quantity	<ul style="list-style-type: none"> Copy Quantity Default 	
	Reduce/Enlarge	<ul style="list-style-type: none"> 100 % Variable % Auto Fit LGL->LTR (78 %) LGL->A4 (83 %) A4->A5 (71 %) A4->LTR (94 %) 	<ul style="list-style-type: none"> A5->A4 (141 %) EXE>LTR (104 %) 25 % 50 150 % 200 % 400 %
	Lighten/Darken	<ul style="list-style-type: none"> Lightest Light Normal Dark Darkest 	
	Original Type	<ul style="list-style-type: none"> Text Photo and Text Photo 	
	Background Suppression	<ul style="list-style-type: none"> Off On 	
	Layout	<ul style="list-style-type: none"> Normal 2-Up 4-Up ID Card Copy 	<ul style="list-style-type: none"> Book Copy Booklet Creation Poster Copy Clone Copy
	Collation	<ul style="list-style-type: none"> Collated Uncollated 	
	Original Size	<ul style="list-style-type: none"> Letter / A4 A5 B5 Legal 	<ul style="list-style-type: none"> Executive Folio Oficio

Feature	Option	Option Settings	
E-mail Defaults	File Format	<ul style="list-style-type: none"> • PDF • TIFF 	<ul style="list-style-type: none"> • Multi-Page TIFF • JPEG
	Lighten/Darken	<ul style="list-style-type: none"> • Lightest • Light • Normal • Dark • Darkest 	
	Output Color	<ul style="list-style-type: none"> • Color • Grayscale • Black and White 	
	Original Type	<ul style="list-style-type: none"> • Text • Photo and Text • Photo 	
	Background Suppression	<ul style="list-style-type: none"> • Off • On 	
	Resolution	<ul style="list-style-type: none"> • 300 dpi • 200 dpi • 100 dpi 	
	Original Size	<ul style="list-style-type: none"> • Letter / A4 • A5 • B5 • Legal 	<ul style="list-style-type: none"> • Executive • Folio • Oficio
Fax Setup	Enable/Disable	<ul style="list-style-type: none"> • Disabled • Enabled 	
	Sending	<ul style="list-style-type: none"> • Redial Times • Redial Term • Prefix Dial • ECM Mode 	<ul style="list-style-type: none"> • Send Report • Image TCR • Dial Mode
	Receiving	<ul style="list-style-type: none"> • Receive Mode • Ring to Answer • Stamp RCV Name • RCV Start Code • Auto Reduction 	<ul style="list-style-type: none"> • Discard Size • Junk Fax Setup • DRPD Mode • Duplex Print
	Defaults	<ul style="list-style-type: none"> • Lighten/Darken • Resolution 	
	Auto Report	<ul style="list-style-type: none"> • On * • Off 	

Feature	Option	Option Settings	
Scan Defaults	USB Defaults	<ul style="list-style-type: none"> • File Format • Lighten/Darken • Output Color • Original Type 	<ul style="list-style-type: none"> • Background Suppression • Resolution • Original Size
	FTP Defaults	<ul style="list-style-type: none"> • File Format • Lighten/Darken • Output Color • Original Type 	<ul style="list-style-type: none"> • Background Suppression • Resolution • Original Size
	SMB Defaults	<ul style="list-style-type: none"> • File Format • Lighten/Darken • Output Color • Original Type 	<ul style="list-style-type: none"> • Background Suppression • Resolution • Original Size
System Setup	Machine Settings	<ul style="list-style-type: none"> • Machine ID • Machine Fax No. • Date & Time • Clock Mode • Language • Default Mode • Power Save • Scan PWR Save • Menu Timeout 	<ul style="list-style-type: none"> • Held Job Timeout • Banner Sheet • Configuration Page • Altitude Adj. • Auto Continue • Auto Tray Switch • Toner Save • FDI Settings
	Paper Settings	<ul style="list-style-type: none"> • Paper Size • Paper Type • Paper Source 	<ul style="list-style-type: none"> • Bypass Mode • Tray Prompt
	Sound Settings	<ul style="list-style-type: none"> • Key Sound • Alarm Sound 	<ul style="list-style-type: none"> • Speaker • Ringer
	Maintenance	<ul style="list-style-type: none"> • CLR Empty Msg • Supplies Life 	<ul style="list-style-type: none"> • Toner Low Alert
	Clear Settings	<ul style="list-style-type: none"> • All Settings • Copy Setup • Fax Setup • Scan Setup • System Setup 	<ul style="list-style-type: none"> • Network Settings • Address Book • Sent Report • Fax Rcv Report

Feature	Option	Option Settings	
Network Settings	TCP/IPv4	<ul style="list-style-type: none"> DHCP BOOTP Static 	
	TCP/IPv6	<ul style="list-style-type: none"> IPv6 DHCPv6 Mode 	
	Network Services	<ul style="list-style-type: none"> 802.1x HTTP 	
	Ethernet Speed	<ul style="list-style-type: none"> Auto 10Mbps Half 10Mbps Full 	<ul style="list-style-type: none"> 100Mbps Half 100Mbps Full
	Network Ping Test	<ul style="list-style-type: none"> IPv4 Address IPv6 Address HostName 	
	Clear Settings	<ul style="list-style-type: none"> Clear Settings? Yes ! No 	
	Print Network Info.	<ul style="list-style-type: none"> Print? Yes ! No 	

Information Pages

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Information Pages** and press **OK**.

The following Information Pages options and settings are available:

Option	Description	Settings	
All Pages	This option enables you to print all the Information Pages.	• Printing? Yes No	
Configuration Report	This list shows the status of the user-selectable options.	• Printing? Yes No	
Address Book	This list shows all of the Fax and E-mail addresses currently stored in the machine's memory.	• Fax • E-mail	• Printing? Yes No
Send Report	This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular Fax job. Note: You can set up your machine to automatically print a transmission confirmation report after each Fax job.	• Printing? Yes No	
Sent Report	This report shows information on the faxes and e-mails you have recently sent. Note: You can set the machine to automatically print this report every 50 communications.	• Fax • E-mail • Speed E-mail • Group E-mail • All	• Printing? Yes No
Fax Recv Report	This report shows information on the faxes you have recently received.	• Printing? Yes No	
Schedule Job	This list shows the documents currently stored for delayed faxes along with the starting time and type of each operation.	• Printing? Yes No	
Junk Fax Report	This list shows the fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the Junk Fax Setup menu.	• Printing? Yes No	
Network Information	This list shows information about your machine's network connection and configuration.	• Printing? Yes No	

Option	Description	Settings
User Auth List	This list shows authorized users who are allowed to use the e-mail function.	<ul style="list-style-type: none"> • Printing? Yes No
Billing Counters	This list shows the total number of impressions, black Impressions and maintenance impressions which have been made on the machine. It also shows the total number of sheets and 2 sided sheets put through the machine.	<ul style="list-style-type: none"> • Printing? Yes No

3. Press the up/down arrows to highlight the option required and press **OK**.
4. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
5. Continue printing **Information Pages** as required, then press **Stop** to return to ready mode.

Copy Defaults

The Copy options, including *Lighten/Darken*, *Original Type*, *Collation* and number of copies, can be set to those most frequently used. When you copy a document, the default settings are used unless they have been changed for the current job. To access the options:

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Copy Defaults** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.

The following **Copy Defaults** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Copy Quantity	Use this option to enter the default copy quantity.	<ul style="list-style-type: none"> • 1 - 999 copies.
Reduce/Enlarge	Use this option to select the default Reduce/enlarge setting for Copy jobs.	<ul style="list-style-type: none"> • 100 % * • Variable % • Auto Fit • LGL->LTR (78 %) • LGL->A4 (83 %) • A4->A5 (71 %) • A4->LTR (94 %) • A5->A4 (141 %) • EXE>LTR (104 %) • 25 % • 50 % • 150 % • 200 % • 400 %
Lighten/Darken	Use this option to select the default Lighten/Darken option for Copy jobs. Lighten/Darken adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lightest • Light • Normal * • Dark • Darkest
Original Type	Use this option to set the default Original Type setting for Copy jobs.	<ul style="list-style-type: none"> • Text * • Photo and Text • Photo
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • Off * • On

Option	Description	Settings
Layout	Use this option to set the default Layout setting for Copy jobs.	<ul style="list-style-type: none"> • Normal * • 2-Up • 4-Up • ID Card Copy • Book Copy • Booklet Creation • Poster Copy • Clone Copy
Collation	Use this option to select collated or uncollated output for Copy jobs.	<ul style="list-style-type: none"> • Collated * • Uncollated
Original Size	Use this option to select the default Original Size setting for Copy jobs.	<ul style="list-style-type: none"> • A4 / Letter * • A5 • B5 • Legal • Executive • Folio • Oficio

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
6. Press **OK** to save the selection.
7. Continue customizing the **Copy Defaults** as required, then press **Stop** to return to ready mode.

E-mail Defaults

The E-mail options, including *File Format*, *Original Type*, *Output Color* and *Resolution*, can be set to those most frequently used. When you e-mail a document, the default settings are used unless they have been changed for the current job.

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **E-mail Defaults** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.

The following **E-mail Default** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
File Format	Use this option to select the default file format for E-mail jobs.	<ul style="list-style-type: none"> • PDF * • TIFF • Multi-Page TIFF • JPEG
Lighten/Darken	Use this option to select the default Lighten/Darken option for E-mail jobs. Lighten/Darken adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lightest • Light • Normal * • Dark • Darkest
Output Color	Use this option to select the default output color setting for E-mail jobs.	<ul style="list-style-type: none"> • Color * • Grayscale • Black and White
Original Type	Use this option to select the default Original Type for E-mail jobs.	<ul style="list-style-type: none"> • Text * • Photo and Text • Photo
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • Off * • On

Option	Description	Settings
Resolution	Use this option to select the default Resolution for E-mail jobs.	<ul style="list-style-type: none"> • 300 dpi * • 200 dpi • 100 dpi
Original Size	Use this option to select the default Original Size setting for E-mail jobs.	<ul style="list-style-type: none"> • A4 / Letter * • A5 • B5 • Legal • Executive • Folio • Oficio

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
6. Continue customizing the **E-mail Defaults** as required, then press **Stop** to return to ready mode.

Fax Setup

Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs.

Enable/Disable

Use this option to enable or disable the Fax service:

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **Enable/Disable** and press **OK**.
5. Press the up/down arrows to highlight **Enabled** or **Disabled**. Press **OK**.
6. Press **Stop** to return to ready mode.

Sending

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **Sending** and press **OK**.

The following **Sending** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Redial Times	You can specify the number of redial attempts. If you enter 0, the machine will not redial.	<ul style="list-style-type: none"> • 0 - 13 Times
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. You can set an interval between attempts.	<ul style="list-style-type: none"> • 1 - 15 Minutes
Prefix Dial	You can set a prefix of up to five digits. This number dials before any automatic dial number is started.	<ul style="list-style-type: none"> • Fax:

Option	Description	Settings
ECM Mode (Error Correction Mode)	This mode helps with poor line quality and makes sure any faxes you send are sent smoothly to any other ECM-equipped fax machine. Sending a fax using ECM may take more time.	<ul style="list-style-type: none"> On * Off
Send Report	You can set your machine to print a confirmation report showing whether a transmission was successful, how many pages were sent and other transmission details.	<ul style="list-style-type: none"> On - Error * On Off
Image TCR	<p>This function allows users to know what fax messages have been sent by showing sent messages in the transmission report.</p> <p>The first page of the message is turned into an image file than is printed on the transmission report.</p> <p>You cannot use this function when sending a fax without saving the data in the memory.</p>	<ul style="list-style-type: none"> On * Off
Dial Mode Note: This setting may not be available depending on your country.	<p>You can set the dial mode for your machine to either tone dialling or pulse dialling.</p> <p>Note: If you select Pulse, some phone system features might not be available. It can also take longer to dial a fax or phone number.</p>	<ul style="list-style-type: none"> Tone * Pulse

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
- Press **OK** to save the selection.
- Continue customizing the **Sending** options as required, then press **Stop** to return to ready mode.

Receiving

- Press **Machine Status** on the control panel.
- Press the up/down arrows to highlight **Fax Setup** and press **OK**.
- Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.

4. Press the up/down arrows to highlight **Receiving** and press **OK**.
The following **Receiving** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Receive Mode	You can select the default fax receiving mode.	<ul style="list-style-type: none"> Fax * Tel Ans Fax DRPD
Ring to Answer	You can specify the number of times the machine rings before answering an incoming call.	<ul style="list-style-type: none"> 1 - 7 Times
Stamp RCV Name	This option allows the machine to automatically print the page number, and the date and time of reception at the bottom of each page of a received fax.	<ul style="list-style-type: none"> Off * On
RCV Start Code	This code allows you to initiate fax reception from an extension phone plugged into the EXT socket on the back of the machine. If you pick up the extension phone and hear fax tones, enter the code. It is preset to *9* at the factory.	<ul style="list-style-type: none"> Enter code between 0 - 9
Auto Reduction	<p>When receiving a fax containing pages longer than the paper loaded in the paper tray, the machine can reduce the size of the image to fit the size of the paper loaded in the machine.</p> <p>Note: With this feature set to Off, the image will be divided and printed actual size on two or more pages.</p>	<ul style="list-style-type: none"> On * Off
Discard Size	<p>When receiving a fax containing pages longer than the paper in your machine, the machine can discard a specific length from the end of the received fax.</p> <p>Note: If Auto Reduction has been turned on, the machine will reduce the fax to fit on the existing paper, and nothing will be discarded.</p>	<ul style="list-style-type: none"> 0 - 30 MM

Option	Description	Settings
Junk Fax Setup Note: This setting may not be available depending on your country.	Using this feature, the system will not accept faxes received from numbers stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted faxes.	<ul style="list-style-type: none"> On <ul style="list-style-type: none"> Add: Allows you to add up to 10 junk fax numbers. Delete: Allows you to delete one fax number, or all the fax numbers from the list. Off *
DRPD Mode	This mode enables a single telephone line to answer several different telephone numbers. In this menu, you can set the machine to recognize which ring patterns to answer.	For instructions on setting up DRPD Mode , refer to Setting up DRPD Mode on page 143.
Duplex Print	Set this duplex feature to save paper. When the machine prints the received fax data, it prints them on both sides of the paper.	<ul style="list-style-type: none"> Off * Long Edge Short Edge

Setting up **DRPD Mode**

To set up the **DRPD** mode:

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **Receiving** and press **OK**.
5. Press the up/down arrows to highlight **Receive Mode** and press **OK**.
6. Press the up/down arrows to highlight **DRPD** and press **OK**.
Waiting Ring appears on the display.
7. Call your fax number from another telephone. It is not necessary to place the call from a fax machine. When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern.
 When the machine completes learning, the display shows **Completed **DRPD Setup****. If the **DRPD** setup fails, **Error **DRPD Ring**** appears.
8. Press **OK** when **DRPD** appears.

Notes:

- **DRPD** must be set up again if you re-assign your fax number, or connect the machine to another telephone line.
- After **DRPD** has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that

same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT socket.

Defaults

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **Defaults** and press **OK**.

The following fax **Defaults** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Lighten/Darken	Use this option to select the default Lighten/Darken setting for Fax jobs.	<ul style="list-style-type: none"> • Lightest • Light • Normal * • Dark • Darkest
Resolution	Use this option to select the default Resolution setting for Fax jobs.	<ul style="list-style-type: none"> • Standard * • Fine • Super Fine • Photo Fax • Color Fax

5. Press the up/down arrows to highlight the option required and press **OK**.
6. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
7. Continue customizing the fax **Defaults** as required, then press **Stop** to return to ready mode.

Auto Report

You can set the machine to print a report with detailed information about the previous 50 communication operations, including time and dates.

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Fax Setup** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **Auto Report** and press **OK**.
5. Press the up/down arrows to highlight **Yes** to automatically print a report, or **No** to switch off the feature. Press **OK**.
6. Press **Stop** to return to ready mode.

Scan Defaults

The Scan options, including *File Format*, *Output Color* and *Resolution*, can be set to those most frequently used for the following scan services:

- Scan to USB
- Scan to FTP
- Scan to SMB

When you scan a document, the default settings are used unless they have been changed for the current job.

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Scan Defaults** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **USB Defaults**, **FTP Defaults** or **SMB Defaults** and press **OK**.

The following **Scan Defaults** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
File Format	Use this option to select the default File Format for Scan jobs.	<ul style="list-style-type: none"> • PDF * • TIFF • Multi-Page TIFF • JPEG
Lighten/Darken	Use this option to select the default Lighten/Darken option for Scan jobs. Lighten/Darken adjusts the lightness or darkness of the output.	<ul style="list-style-type: none"> • Lightest • Light • Normal * • Dark • Darkest
Output Color	Use this option to select the default Output Color setting for Scan jobs.	<ul style="list-style-type: none"> • Color * • Grayscale • Black and White
Original Type	Use this option to select the default Original Type for Scan jobs.	<ul style="list-style-type: none"> • Text * • Photo and Text • Photo
Background Suppression	Use to automatically reduce or eliminate the dark background resulting from scanning colored paper or newspaper originals.	<ul style="list-style-type: none"> • Off * • On

Option	Description	Settings
Resolution	Use this option to select the default Resolution for Scan jobs.	<ul style="list-style-type: none"> • 600 dpi <p>Note: 600dpi is only supported for Scan to USB when the maximum memory is installed.</p> <ul style="list-style-type: none"> • 300 dpi * • 200 dpi • 100 dpi
Original Size	Use this option to select the default Original Size setting for Scan jobs.	<ul style="list-style-type: none"> • A4 / Letter * • A5 • B5 • Letter • Legal • Executive • Folio • Oficio

5. Press the up/down arrows to highlight the option required and press **OK**.
6. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
7. Continue customizing the **Scan Defaults** as required, then press **Stop** to return to ready mode.

System Setup

System Setup options enable you to customize settings which are specific to the machine, such as *Date & Time* and *Power Save*.

Machine Settings

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **System Setup** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
4. Press the up/down arrows to highlight **Machine Settings** and press **OK**.

The following **Machine Settings** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Machine ID	Use this option to enter a name for your machine.	<ul style="list-style-type: none"> ID
Machine Fax No.	Use this option to enter the fax number for your machine.	<ul style="list-style-type: none"> Fax:
Date & Time	<p>When you set the time and date, they are used in delay fax and delay print options, and printed on reports.</p> <p>Note: If the machine's power is cut off, you need to reset the correct time and date once the power has been restored.</p>	<ul style="list-style-type: none"> 00-00-0000 [MDY] 00:00 AM
Clock Mode	You can set your machine to display the current time using either a 12-hour or 24-hour format.	<ul style="list-style-type: none"> 12 Hours * 24 Hours
Language	Use this option to set the message display language.	<ul style="list-style-type: none"> Available Languages
Default Mode	Your machine is preset to Copy mode. You can switch this default mode between Fax mode and Copy mode.	<ul style="list-style-type: none"> Copy * Fax

Option	Description	Settings
Power Save	Use this option to set the time the machine waits before entering power save mode.	<ul style="list-style-type: none"> • 5 Min • 10 Min • 15 Min • 20 Min • 30 Min * • 45 Min • 60 Min • 120 Min
Scan PWR Save	Scan power save mode allows you to save power by turning off the scan lamp. The scan lamp automatically turns off when it is not in use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning.	<ul style="list-style-type: none"> • 30 Min * • 60 Min • 120 Min
Menu Timeout	Use to set the time the machine waits before it restores the default settings.	<ul style="list-style-type: none"> • Off • 15 Sec • 30 Sec * • 60 Sec • 120 Sec • 180 Sec
Held Job Timeout	Use to enable the machine to delete jobs which have been held in the job list for a specified period of time and have not been cleared by a user.	<ul style="list-style-type: none"> • Enable * • Disable
Banner Sheet	The machine can print a banner sheet with every print job.	<ul style="list-style-type: none"> • Enable * • Disable
Configuration Page	If enabled the machine prints the configuration report when the device is powered on.	<ul style="list-style-type: none"> • Enable • Disable
Altitude Adj.	The xerographic process used in your machine to make prints is affected by air pressure. Air pressure is determined by the height of the machine above sea level. The machine will automatically compensate for differences in air pressure if you enable the feature.	<ul style="list-style-type: none"> • Normal * • High 1

Option	Description	Settings
Auto Continue	This option enables the machine to continue printing even if it detects a mismatch between the paper size set and the paper size in the tray.	<ul style="list-style-type: none"> On * Off
Auto Tray Switch	This option enables the machine to switch between trays if both trays have the same size of paper and a tray becomes empty.	<ul style="list-style-type: none"> On * Off
Toner Save	This option allows your machine to use less toner on each page. Activating this mode extends the life of the print cartridge, but reduces print quality.	<ul style="list-style-type: none"> Off * On
FDI Settings	Configure the FDI Settings if a third party device has been installed for accounting purposes. For example, card activated or coin activated devices can be installed.	<ul style="list-style-type: none"> FDI Enable <ul style="list-style-type: none"> Disable * Enable Inhibit Services <ul style="list-style-type: none"> Copy Only * All Services Job Timeout <ul style="list-style-type: none"> 0 - 900 Seconds Print Job Control <ul style="list-style-type: none"> Disable * Enable

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
- Press **OK** to save the selection.
- Continue customizing the **Machine Settings** as required, then press **Stop** to return to ready mode.

Paper Settings

After loading paper in the paper tray, set the paper size and type using the control panel. These settings will apply to Copy and Fax modes.

- Press **Machine Status** on the control panel.
- Press the up/down arrows to highlight **System Setup** and press **OK**.
- Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
- Press the up/down arrows to highlight **Paper Settings** and press **OK**.

The following **Paper Settings** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings	
Paper Size	Sets the size of paper in the tray.	<ul style="list-style-type: none"> • Tray 1 • Tray 2 	<ul style="list-style-type: none"> • A4 or Letter * • Legal • A5 • B5 • Folio • Oficio • Executive
		<ul style="list-style-type: none"> • Bypass Tray 	<ul style="list-style-type: none"> • A4 or Letter * • Legal • A5 • A6 • B5 • Folio • Oficio • Executive
Paper Type	Sets the type of paper in the tray.	<ul style="list-style-type: none"> • Tray 1 • Tray 2 	<ul style="list-style-type: none"> • Plain Paper * • Recycled • Thick • Thin • Archive
		<ul style="list-style-type: none"> • Bypass Tray 	<ul style="list-style-type: none"> • Plain Paper * • Bond • Transparency • Envelope • Labels • Cardstock • Preprinted • Recycled • Color Paper • Thick • Thin • Archive
Paper Source	Sets the paper tray to be used for Copy and Fax jobs.	<ul style="list-style-type: none"> • Copy Tray • Fax Tray 	<ul style="list-style-type: none"> • Tray 1 • Tray 2 • Bypass Tray • Tray 1 / 2 • Auto *

Option	Description	Settings	
Bypass Mode	Use to enable or disable the Bypass Tray.	<ul style="list-style-type: none"> Disabled * Enabled 	
Tray Prompt	Enables a prompt to change the tray settings when a tray is opened and closed.	<ul style="list-style-type: none"> Tray 1 Tray 2 	<ul style="list-style-type: none"> On * Off

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required or enter the correct information using the keypad.
- Press **OK** to save the selection.
- Continue customizing the **Paper Settings** options as required, then press **Stop** to return to ready mode.

Sound Settings

- Press **Machine Status** on the control panel.
- Press the up/down arrows to highlight **System Setup** and press **OK**.
- Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
- Press the up/down arrows to highlight **Sound Settings** and press **OK**.

The following **Sound Settings** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings
Key Sound	Use to set if the beep sound is On or Off when a key is pressed.	<ul style="list-style-type: none"> Off * On
Alarm Sound	Turns the alarm sound On or Off. With this option set to On, an alarm tone sounds when an error occurs or fax communication ends.	<ul style="list-style-type: none"> On * Off
Speaker	Use to set if sounds from the telephone line can be heard through the speaker, such as a dial tone or a fax tone.	<ul style="list-style-type: none"> Comm. * On Off
Ringer	Adjusts the ringer volume.	<ul style="list-style-type: none"> Mid * High Off Low

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required and press **OK** to save the selection.

- Continue customizing the **Sound Settings** as required, then press **Stop** to return to ready mode.

Maintenance

- Press **Machine Status** on the control panel.
- Press the up/down arrows to highlight **System Setup** and press **OK**.
- Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
- Press the up/down arrows to highlight **Maintenance** and press **OK**.

The following **Maintenance** options and settings are available:

Note: * indicates the factory default setting.

Option	Description	Settings	
CLR Empty Msg	Use this option to enable a user to clear the message which displays when the Print Cartridge requires changing.	<ul style="list-style-type: none"> Off * On 	
Supplies Life	Use this option to view or print usage information for the supplies.	• Supplies Info	• Print? Yes No
		• Total	• 125 Pages
		• ADF Scan	• 125 Pages
		• Platen Scan	• 125 Pages
Toner Low Alert	Use this option to enable an alert to display when the toner is low.	<ul style="list-style-type: none"> On * Off 	

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
- Continue customizing the **Maintenance** options as required, then press **Stop** to return to ready mode.

Clear Settings

You can selectively clear information stored in your machine's memory.

- Press **Machine Status** on the control panel.
- Press the up/down arrows to highlight **System Setup** and press **OK**.
- Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.
- Press the up/down arrows to highlight **Clear Settings** and press **OK**.

The following **Clear Settings** options and settings are available:

Option	Description	Settings	
All settings	Clears all of the data stored in memory and resets all of your settings to the factory default.	• Clear Settings? Yes No	
Copy Setup	Clears all Copy Setup settings and restores all of the copy options to the factory default.	• Clear Settings? Yes No	
Fax Setup	Clears all Fax Setup settings and restores all of the fax options to the factory default.	• Clear Settings? Yes No	
Scan Setup	Clears all Scan Setup settings and restores all of the scan options to the factory default.	• Clear Settings? Yes No	
System Setup	Clears all System Setup settings and restores all of the system options to the factory default.	• Clear Settings? Yes No	
Network Settings	Clears all Network Settings and restores all of the network options to the factory default.	• Clear Settings? Yes No	
Address Book	Clears all of the e-mail address entries stored in memory.	• Fax • E-mail	• Clear Settings? Yes No
Sent Report	Clears all records of sent faxes and e-mails.	• Fax • E-mail	• Clear Settings? Yes No
Fax Rcv Report	Clears all records of received faxes.	• Clear Settings? Yes No	

- Press the up/down arrows to highlight the option required and press **OK**.
- Press the up/down arrows to highlight **Yes** to clear the settings back to factory defaults, or **No** to keep the settings programmed. Press **OK**.
- Press **Stop** to return to ready mode.

Network Settings

You may set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. If you are not sure which setting to use, contact your System Administrator to configure this machine on the network, or refer to the [System Administrator Guide](#) for instructions.

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Network Settings** and press **OK**.
3. Enter the Administrator's Password using the keypad. Refer to [Accessing the Setup Options](#) on page 128 for instructions.

The following **Network Settings** options and settings are available:

Option	Description
TCP/IP v4 TCP/IPv6	Select appropriate protocol and configure parameters to use the network environment.
Network Services	Use to enable 802.1x and CentreWare Internet Services.
Ethernet Speed	Configure the network transmission speed.
Network Ping Test	Ping is a computer network administration utility used to test whether a particular host is reachable across an Internet Protocol (IP) network and to measure the round-trip time for packets sent from the local host to a destination computer, including the local host's own interfaces.
Clear Settings	Reverts the network settings to the default values.
Print Network Info.	This list shows information on your machine's network connection and configuration.

4. Press the up/down arrows to highlight the option required and press **OK**.
5. Press the up/down arrows to highlight the setting required and press **OK** to save the selection.
6. Continue customizing the **Network Setting** options as required, then press **Stop** to return to ready mode.

General Care and Troubleshooting

This chapter includes:

- [General Care](#) on page 156
- [Troubleshooting](#) on page 161
- [Further Assistance](#) on page 190

General Care

There are several consumables on the machine that need replenishing or replacing, such as paper and the print cartridge. To place an order for Xerox consumables, please contact your local Xerox Representative giving your Company Name, product number and the machine serial number. Supplies can also be ordered from www.xerox.com, refer to [Supplies](#) on page 111 for further information.

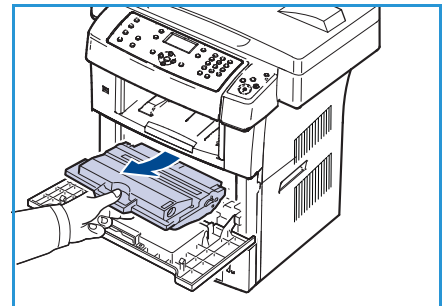
The machine serial number can be displayed by pressing the **Machine Status** button, then highlighting **Machine Information** and pressing **OK**. For further information about locating the serial number, please refer to [Locating the Serial Number](#) on page 190.

Customer Replaceable Unit

There is one Customer Replaceable Unit in the machine, the Print Cartridge.

The Print Cartridge will need to be replaced after printing the specified number of pages or when the life span of the unit has expired.

The machine will display a message when the Print Cartridge needs to be replaced. Only replace the unit when a message instructs you to do so or when instructed by a Xerox representative. To replace a Customer Replaceable Unit, follow the instructions provided within this guide or with the consumable.



To purchase a new Print Cartridge, contact your local Xerox representative or authorized dealer. Supplies can also be ordered from www.xerox.com, refer to [Supplies](#) on page 111 for further information.



WARNING: When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.

Storage and Handling

Follow the guidelines below for storing and handling Customer Replaceable Units:

- Always store units unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
 - Temperatures greater than 40°C (104°F).
 - Humidity range less than 20 % and not greater than 80 %.
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.

- A vehicle for a long period of time.
- An environment where corrosive gases are present.
- An environment with salty air.
- Do not store consumables directly on the floor.
- Do not touch the surface of the photosensitive drum in the Print Cartridge.
- Do not expose the Print Cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum in the Print Cartridge, especially in the reverse direction; this can cause internal damage and toner spillage.

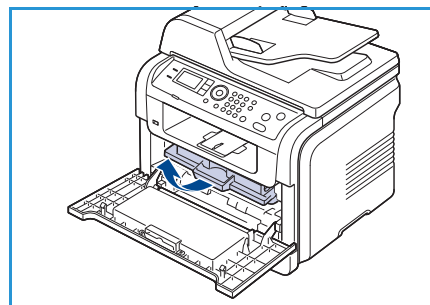
Replacing the Print Cartridge

Print cartridges contain components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new print cartridge.

Store the cartridge in the same environment as the printer it will be used in; this should be in controlled office temperature and humidity conditions. The print cartridge should remain in its original, unopened package until installation. If the original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet. Opening the cartridge package prior to use dramatically shortens its operating life.

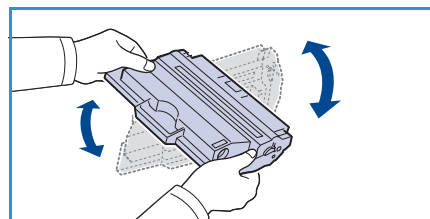
When the print cartridge is empty the *Toner is empty. Replace with new one* message appears on the display. The machine stops printing and incoming faxes are saved in memory. At this stage the print cartridge needs to be replaced. Replace the print cartridge using the following instructions.

1. Release both latches on the side of the front door and open the door.
2. Pull the print cartridge out.
3. Remove the new print cartridge from its bag.



4. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge. It will provide maximum copies per cartridge.

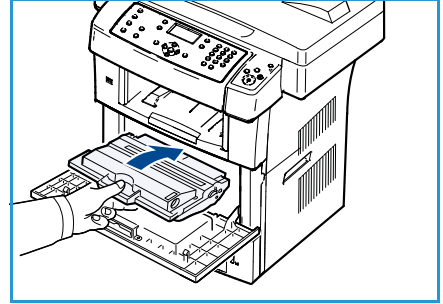
Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



CAUTION: Do not touch the green underside of the print cartridge. Use the handle on the cartridge to avoid touching this area.

5. Hold the print cartridge by the handle and slowly insert the cartridge into the opening in the machine.

6. 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.
7. Close the front door. Make sure that the cover is securely closed.



Checking the Supplies Life

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Toner Level** and press **OK**. The level of toner remaining is indicated on the status bar.
3. Press **Stop** to return to ready mode.

Cleaning the Machine



WARNING: When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.



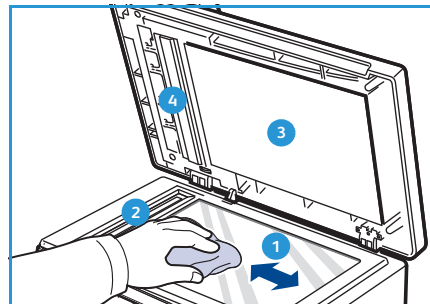
WARNING: Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Document Glass and Constant Velocity Transport (CVT) Glass

To ensure optimum print quality at all times, regularly clean the glass areas of your machine. This helps avoid output with lines, streaks, smears, spots and other marks that may appear on the output when scanning documents.

When you use the *document feeder*, your documents will pass over the stationary scanner using the Constant Velocity Transport (CVT) glass. Any dirt or marks on this piece of glass will cause lines or streaks on your copies, faxes or scanned images. Also, any marks or dirt on the Constant Velocity Transport (CVT) glass cover may show through the document and appear on your scanned images.

1. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or general cleaning fluid or another suitable non-abrasive glass cleaner to clean the *document glass* ❶ and the Constant Velocity Transport glass ❷.
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water, Xerox cleaning fluid or Xerox film remove to clean the under side of the *document feeder* ❸ and the Constant Velocity Transport glass cover ❹.



Control Panel, Document Feeder and Output Tray

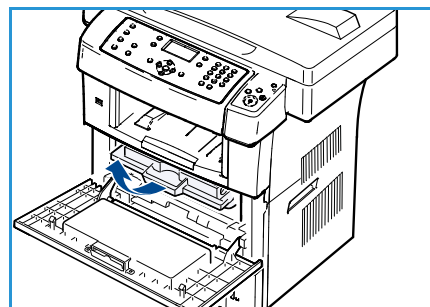
Regular cleaning keeps the display, control panel and other machine areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the display.
3. Wipe clean the *document feeder*, output tray, paper trays and other outside areas of your machine.
4. Remove any residue with a clean cloth or paper towel.

Internal Areas

During the printing process, paper, toner, and dust particles can accumulate inside the machine. This can cause print quality problems, such as toner specks or smearing. Cleaning the inside the machine clears and reduces these problems.

1. Turn the machine off and unplug the power cord. Wait for the machine to cool down.
2. Release both latches on the side of the front door and open the door.
3. Pull the print cartridge out and place it on a clean flat surface.



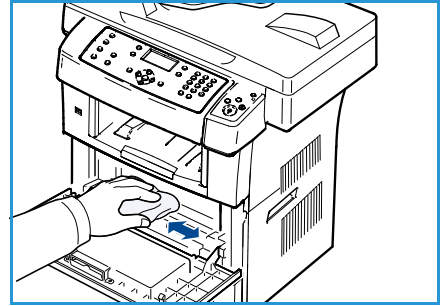
CAUTIONS:

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

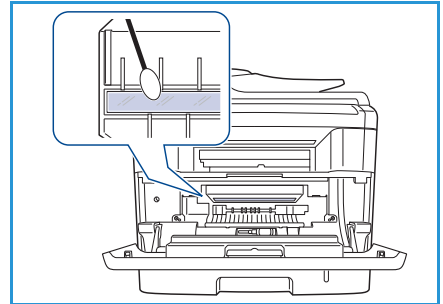
4. With a dry, lint-free cloth, wipe away any dust and spilled toner from the print cartridge area.



CAUTION: While cleaning the inside of the machine, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and cause damage to the machine.

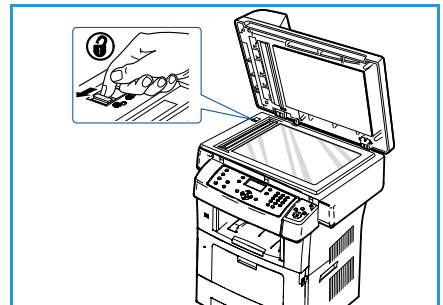


5. Locate the long strip of glass (LSU) inside the top of the cartridge compartment and gently clean the glass with a swab.
6. Re-install the print cartridge and close the front door.
7. Plug in the power cord and turn the machine on.



Moving the Machine

- When moving the machine, do not tilt or turn it upside down. Otherwise, the inside of the machine may be contaminated by toner, which can cause damage to the machine or bad print quality.
- When moving the machine, make sure at least two people are holding the machine securely.
- When moving the machine or when the machine is not in use for a long time, lock the scanner lock.



Troubleshooting

If a problem occurs, messages appear on the control panel display to indicate the error. Perform the following problem solving procedure:

1. When errors occur, **Check Status** appears on the display. Press **OK**.
2. Check the display message to see what kind of error has occurred.
If several messages appear, press the up/down arrows to highlight the message you want solve.
3. Use the following information to resolve the problem:
 - [Redistributing Toner](#) on page 162
 - [Document Feeder Jams](#) on page 163
 - [Paper Jams](#) on page 164
 - [Error Messages](#) on page 169
 - [Paper Feeding Problems](#) on page 173
 - [Printing Problems](#) on page 175
 - [Copying Problems](#) on page 186
 - [Scanning Problems](#) on page 187
 - [Fax Problems](#) on page 188
4. Press **OK** on the control panel. If **Check Status** still appears, repeat the procedure.
5. If the problem cannot be resolved, power off and on, and try the job again.
If the problem persists, call for service. When you call for service, provide the service representative with the contents of the display message.

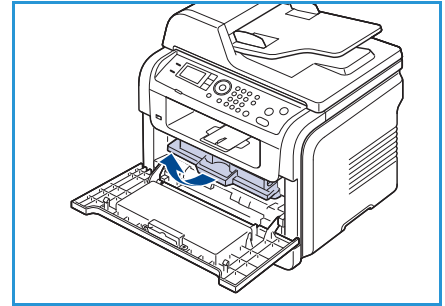
Redistributing Toner

When the print cartridge is near the end of its life:

- White streaks or light printing occurs.
- *Toner is Low. Order new one* appears on the display.

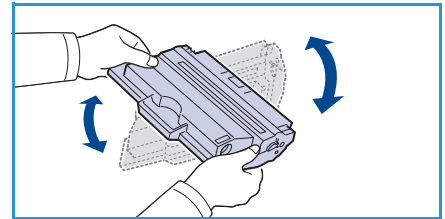
If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

1. Release both latches on the side of the front door and open the door.
2. Pull the print cartridge out.



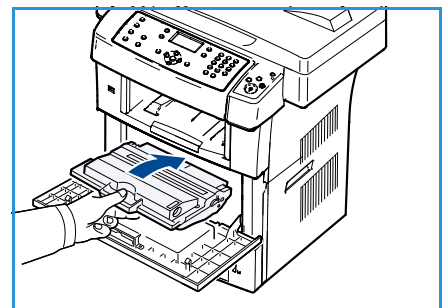
3. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

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.

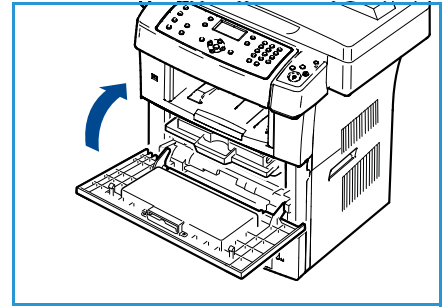


CAUTION: Do not touch the green underside of the print cartridge. Use the handle on the cartridge to avoid touching this area.

4. Hold the print cartridge by the handle and slowly insert the cartridge into the opening in the machine.
5. 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.



6. Close the front door. Ensure that the door is securely closed.



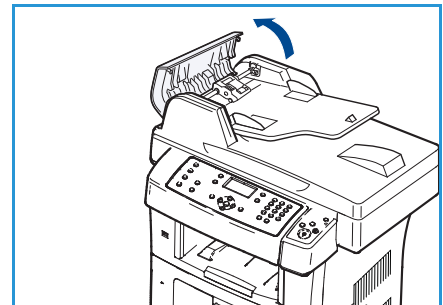
Document Feeder Jams

When an original jams while passing through the *document feeder*, a warning message appears on the display screen.

CAUTION: To avoid tearing the document, remove the jammed document slowly and gently.

Note: To prevent document jams, use the *document glass* for thick, thin, or mixed paper-type originals.

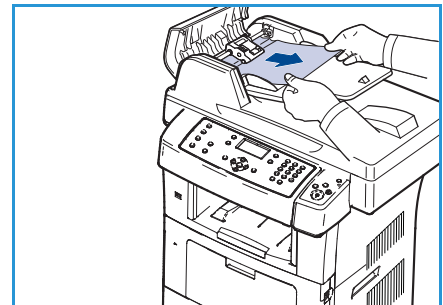
1. Remove any remaining pages from the *document feeder*.
2. Open the *document feeder* cover.



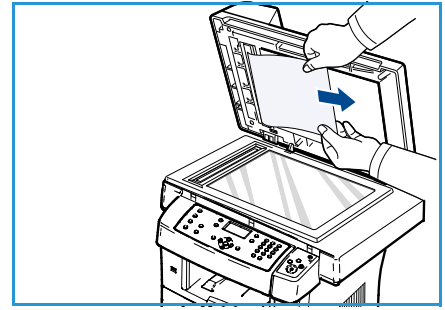
3. Gently remove the jammed paper from the *document feeder*.

Note: If you see no paper in this area, go to step 5.

4. Close the *document feeder* cover.
5. Lift the *document feeder*.



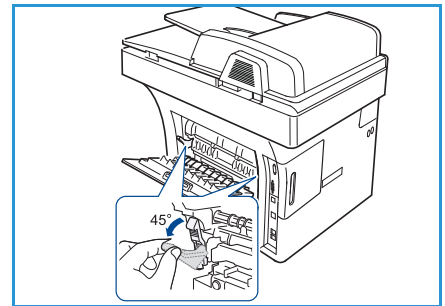
6. Seize the misfeed paper, and remove the paper from the feed area by carefully pulling it to the right using both hands.
7. Close the *document feeder*. Load the removed pages back into the *document feeder*.



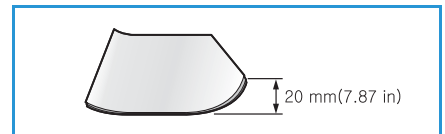
Paper Jams

Tips for Avoiding Paper Curls

1. Open the rear door.
2. Pull down the pressure lever on each side about 45 degrees.
3. Close the rear door.



Note: Only use when the printout has more than 20mm curl. If the rear door does not close, you have pulled down the pressure lever too much.



Tips for Avoiding Paper Jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, refer to [Paper Jams](#) on page 164.

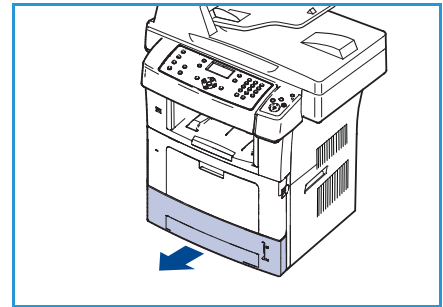
- Ensure that the adjustable guides are positioned correctly. (See [Loading the Paper Trays](#) on page 118.)
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark on the inside of the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. (See [Media Types](#) on page 125.)
- Ensure that the recommended side of the print media is facing down in the tray, or facing up in the Bypass Tray.

When a paper jam occurs, a warning message appears on the display screen.

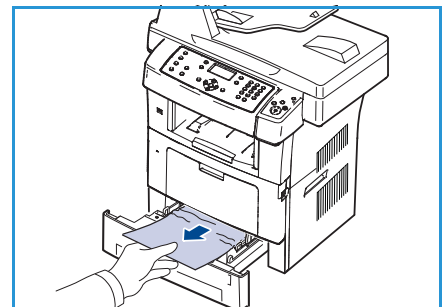
! CAUTION: To avoid tearing the paper, pull the jammed paper out slowly and gently. Follow the instructions in the following sections to clear the jam.

Tray 1

1. Release both latches on the side of the front door and open and close the door. The jammed paper is automatically ejected from the machine.
If the paper does not exit, go to the next step.
2. Pull out tray 1.

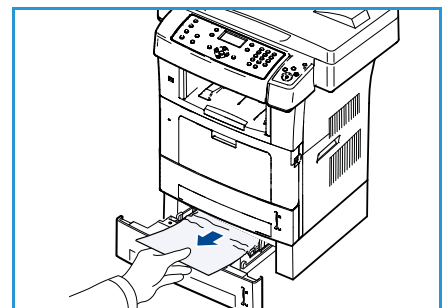


3. Remove the jammed paper by gently pulling it straight out.
4. If the paper does not move when you pull, or if you do not see the paper in this area, check the area around the print cartridge. Refer to [Inside the Machine](#) on page 166.
5. Insert tray 1 back into the machine until it snaps into place. Printing automatically resumes.

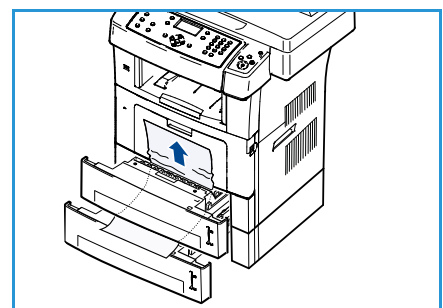


Optional Tray 2

1. Pull out optional tray 2.
2. Remove the jammed paper from the machine.
If the paper does not move when you pull or if you do not see the paper in this area, stop and go to the next step.
3. Pull tray 1 half-way out.

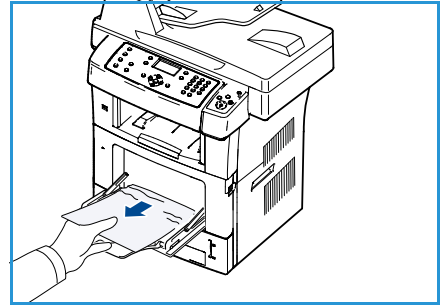


4. Pull the paper straight up and out.
5. Insert the trays back into the machine. Printing automatically resumes.



Bypass Tray

1. If the paper is not feeding properly, pull the paper out of the machine.
2. Release both latches on the side of the front door and open and close the door.
3. Re-load the Bypass Tray to resume printing.

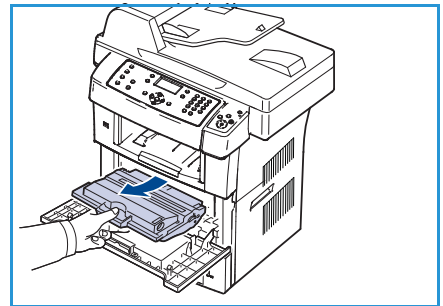


Inside the Machine

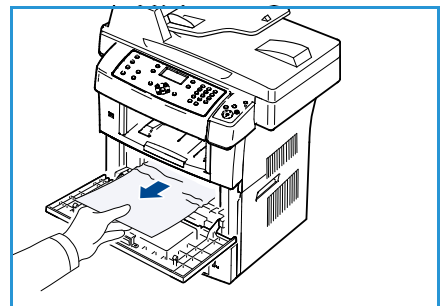


CAUTION: The fuser area is hot. Take care when removing paper from the machine.

1. Release both latches on the side of the front door and open the door. Pull the print cartridge out, lightly pushing it down.



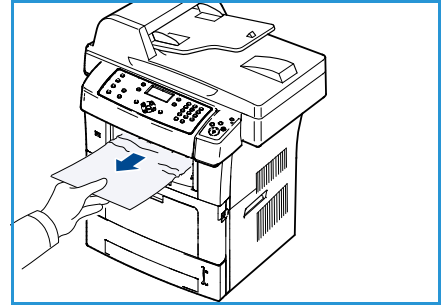
2. Remove the jammed paper by gently pulling it straight out.
3. Replace the print cartridge and close the front door. Printing automatically resumes.



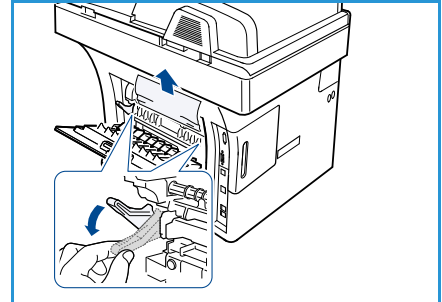
Output Area

1. Release both latches on the side of the front door and open and close the door. The jammed paper is automatically ejected from the machine.
2. If you do not see the jammed paper, go to next step.

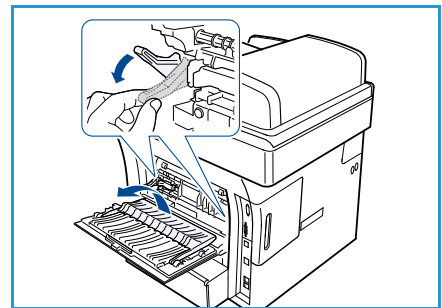
3. Gently pull the paper out of the output tray.
If you do not see the jammed paper or if there is any resistance when you pull, stop and go to the next step.
4. Open the rear door.



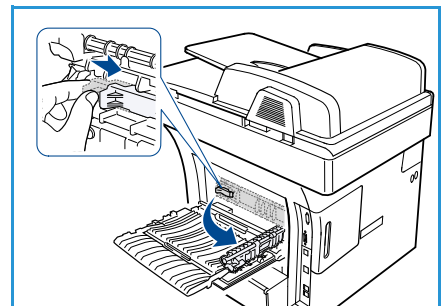
5. If you see the jammed paper, pull down the pressure levers on each side and remove the paper.
If you still do not see the paper, go to the next step.



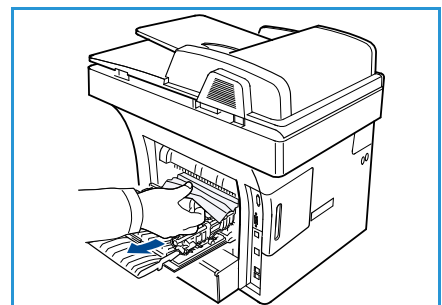
6. Unfold the duplex guide fully and release the pressure lever on each side.



7. While pushing the fuser lever to the right, open the fuser door.



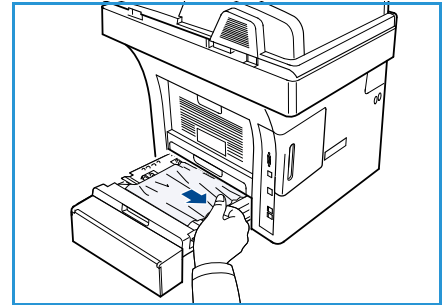
8. Pull the jammed paper out.
9. Return the lever, door and guide to their original position.
10. Close the rear door. Printing automatically resumes.



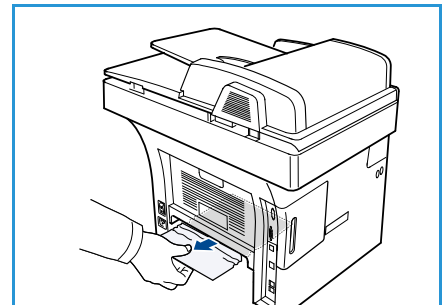
Duplex Unit Area

If the duplex unit is not inserted correctly, a paper jam may occur. Make sure that the duplex unit is inserted correctly. The duplex unit is located at the rear of the machine.

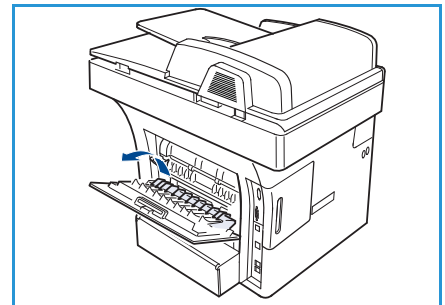
1. Pull the duplex unit out of the machine.
2. Remove the jammed paper from the duplex unit.
If the paper does not come out with the duplex unit, remove the paper from the bottom of the machine.



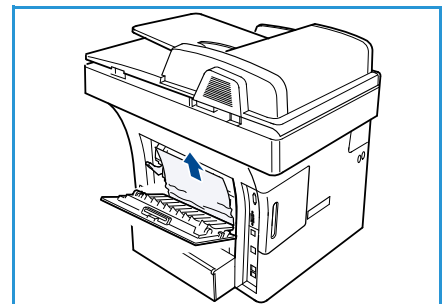
3. Insert the duplex unit into the machine.
If you still do not see the paper, go to the next step.
4. Open the rear door.



5. Unfold the duplex guide fully.



6. Pull the jammed paper out.
7. Fold the duplex guide and close the rear door.





Error Messages

Use the following information to solve problems on the machine. Some messages may not appear in the display depending on options or models.

Note: [xxx] indicates the media type, [zzz] indicates the paper size, [yyy] indicates the tray.

Message	Meaning	Suggested Solutions
BOOTP problem BOOTP has a problem. Reconfigure DHCP/static IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
BOOTP problem BOOTP has a problem. Switching to Auto IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
Connection Error	Connection with the SMTP server failed.	<ul style="list-style-type: none"> Check the server settings and the network cable.
Data Read Fail Check USB key	Time expired while reading data.	<ul style="list-style-type: none"> Try again.
Data Write Fail Check USB key	Storing to the USB memory failed.	<ul style="list-style-type: none"> Check the available USB memory space.
DHCP problem DHCP has a problem. Reconfigure BOOTP/static IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
DHCP problem DHCP has a problem. Switching to Auto IP	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
Door is open. Close it	The front door is not securely latched.	<ul style="list-style-type: none"> Close the front door until it locks into place.
Enter Again	You entered an unavailable item.	<ul style="list-style-type: none"> Enter the correct item again.
File Format is Not Supported	The selected file format is not supported.	<ul style="list-style-type: none"> Use the correct file format.
Fuser error	There is a problem in the machine.	<ul style="list-style-type: none"> Turn the machine off and turn it on again. If the problem persists, call for service.
Group Not Available	You have tried to select a group location number where only a single location number can be used, such as when adding locations for a multiple send operation.	<ul style="list-style-type: none"> Use a speed dial number or dial number manually using the number keypad.

Message	Meaning	Suggested Solutions
IP Conflict This IP address conflicts with that of other system	The IP address is used elsewhere.	<ul style="list-style-type: none"> Check the IP address or obtain a new IP address.
Jam bottom of duplex	Paper has jammed during duplex printing.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Jam in exit area	Paper has jammed in exit area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Jam inside Machine	Paper has jammed inside the machine.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Jam top of duplex	Paper has jammed during duplex printing.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Junk Fax Error Junk Fax Job Cancelled	The machine has received a fax from a fax number registered as a junk fax.	<ul style="list-style-type: none"> The received fax data will be deleted. Reconfirm junk fax setup. (See Junk Fax Setup on page 143.)
Line Busy The line is already engaged. Try later	The receiving fax machine did not answer or the line is already engaged.	<ul style="list-style-type: none"> Try again after a few minutes.
Line Error The Fax Line has a problem. Try again	Your machine cannot connect with the receiving fax machine or has lost contact because of a problem with the phone line.	<ul style="list-style-type: none"> Try again. If the problem persists, wait an hour or so for the line to clear again. Or, turn the ECM mode on (See Fax Setup on page 140.)
Mail Size Error Mail exceeds than server support	The mail size is larger than the supported size by SMTP server.	<ul style="list-style-type: none"> Divide your mail or reduce the resolution.
Mail Size Error One Page is Too Large	Single page data exceeds the configured mail size.	<ul style="list-style-type: none"> Reduce the resolution and try again.
Memory Full Cancel Start	The memory is full.	<ul style="list-style-type: none"> Press the left/right arrows to highlight Cancel or Start, then press OK. If you select Cancel, the machine stops the Fax job. If you select Start, the machine only sends scanned documents of the Fax job.
Memory Full Divide the Job	The memory is full.	<ul style="list-style-type: none"> Split the transmission into more than one operation.
Memory Full Fax memory is full. Print or remove received Fax job	The memory is full.	<ul style="list-style-type: none"> Print or remove the received fax data in the memory.

Message	Meaning	Suggested Solutions
Network Error There is a problem with the network.	There is a problem with the network.	<ul style="list-style-type: none"> Check your network environment, or contact your network administrator.
Network Problem Network cable is not connected. Check it	The machine is not connected with a network cable.	<ul style="list-style-type: none"> Connect the machine to the network with a network cable.
Network Problem Network card is not installed.	There is a problem on the network interface.	<ul style="list-style-type: none"> Turn the power switch off and on. If the problem persists, call for service.
No Answer The remote fax machine has not answered	The remote fax machine has not answered after several redial attempts.	<ul style="list-style-type: none"> Verify the number to ensure that it is correct.
No such job	You are performing an Add Pages or Cancel Job operation, but there are no jobs waiting.	<ul style="list-style-type: none"> Check the display to see if there are any scheduled jobs. The display should indicate if any scheduled jobs are in Standby mode, for example, Delay Fax.
Original paper Jam	The original has jammed in the <i>document feeder</i> .	<ul style="list-style-type: none"> Clear the jam. (See Document Feeder Jams on page 163.)
Output bin Full Output bin Full. Remove printed paper	The document output tray is full.	<ul style="list-style-type: none"> The document output tray can hold up to 150 sheets of plain paper. Once the paper is removed from the document output tray, the printer resumes printing.
Paper Empty in [yyy] Paper is empty in [yyy]. Load paper	There is no paper in the tray.	<ul style="list-style-type: none"> Load paper in the tray. (See Loading the Paper Trays on page 118.)
Paper Jam in MPT	Paper has jammed in the Bypass Tray area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Paper Jam in tray 1	Paper has jammed in the tray1 area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Paper Jam in tray 2	Paper has jammed in the tray2 area.	<ul style="list-style-type: none"> Clear the jam. (See Paper Jams on page 164.)
Paper mismatch [yyy] Load [zzz][xxx] Continue  Cancel 	The paper size specified in the printer properties does not match the paper you are loading.	<ul style="list-style-type: none"> Select Continue or Cancel. If you select Cancel, the printing job will stop. Load the correct paper in the tray. If you select Continue, the printing job will continue.

Message	Meaning	Suggested Solutions
Pickup roller is worn [yyy] pickup roller is worn. Replace with new one	The pickup roller has reached the end of its lifespan.	<ul style="list-style-type: none"> This message appears when the pickup roller is worn. Replace the pickup roller with a new one. Call for service.
Fuser Door is open. Close it	The fuser door is not securely latched.	<ul style="list-style-type: none"> Close the fuser door until it locks into place.
Retry Redial?	The machine is waiting for a specified time interval to redial a previously busy station.	<ul style="list-style-type: none"> You can press OK to immediately redial, or Stop to cancel the redial operation.
Scanner locked	The scanner module is locked.	<ul style="list-style-type: none"> Unlock the Scanner lock. (See Machine Components on page 9) Or switch the machine off then on. If the problem persists, call for service.
Self Diagnostics... Please wait	The engine in your printer is checking some problems detected.	<ul style="list-style-type: none"> Please wait a few minutes.
Send Error There is a problem in DNS	There is a problem in DNS.	<ul style="list-style-type: none"> Configure the DNS setting.
Send Error There is a problem in POP3	There is a problem in POP3.	<ul style="list-style-type: none"> Configure the POP3 setting.
Send Error There is a problem in SMTP	There is a problem in SMTP.	<ul style="list-style-type: none"> Change to the available server.
Send Error There is a problem in SMTP authentication	There is a problem in SMTP authentication.	<ul style="list-style-type: none"> Configure the authentication setting.
Send Error There is a problem on the NIC Card	There is a problem on the network interface card.	<ul style="list-style-type: none"> Turn the power switch off and on. If the problem persists, call for service.
Toner is empty Toner is empty. Replace with new one	The print cartridge has reached the end of its lifespan. The printer stops printing.	<ul style="list-style-type: none"> Replace the print cartridge. (See Replacing the Print Cartridge on page 157.)
Toner is Low Toner is Low. Order new one	Small amount of toner is left in the cartridge. The estimated cartridge life of toner is close.	<ul style="list-style-type: none"> Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner. (See Redistributing Toner on page 162.)

Message	Meaning	Suggested Solutions
Toner Not Compatible Print cartridge is not compatible. Check guide	The print cartridge you have installed is not for your machine.	<ul style="list-style-type: none"> Install a new print cartridge designed for your machine.
Toner Not Installed Print cartridge is not Installed. Install it	The print cartridge is not installed.	<ul style="list-style-type: none"> Install the print cartridge.
Too many Faxes Too may faxes are received. Print or remove job.	Too many faxes are received.	<ul style="list-style-type: none"> Print or remove received fax.
Too many Faxes Too may faxes are queued. Wait or remove job.	Too many faxes are queued to be sent.	<ul style="list-style-type: none"> Cancel reserved fax in priority fax feature.
[yyy] empty Load [zzz][xxx]	There is no paper in the tray.	<ul style="list-style-type: none"> Load paper in the tray. (See Loading the Paper Trays on page 118.)
Tray2 Not Installed Tray2 is not installed	The optional tray2 is not installed.	<ul style="list-style-type: none"> Install the optional tray 2. If the optional tray 2 is installed, check the cable connecting the machine and the optional tray 2. If the problem persists, call for service.
Tray2 has a problem Communication problem occurred with Tray2	The machine cannot communicate the optional tray 2.	<ul style="list-style-type: none"> Check the cable connecting the machine and the optional tray 2. If the problem persists, call for service.

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

Paper Feeding Problems

Condition	Suggested Solutions
Paper jams during printing.	<ul style="list-style-type: none"> Clear the paper jam. (See Paper Jams on page 164.)
Paper sticks together.	<ul style="list-style-type: none"> Check the maximum paper capacity of the tray. (See Paper Supply on page 193.) Make sure that you are using the correct type of paper. (See Media Types on page 125.) Remove paper from the tray and flex or fan the paper. Humid conditions may cause some paper to stick together.

Condition	Suggested Solutions
Multiple sheets of paper do not feed.	<ul style="list-style-type: none"> • Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Paper does not feed into the machine.	<ul style="list-style-type: none"> • Remove any obstructions from inside the machine. • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the machine. (See Paper Supply on page 193.) • If you are printing on special media, use the Bypass Tray. • If an original does not feed into the machine, the <i>document feeder</i> rubber pad may require to be replaced. Contact a service representative.
The paper keeps jamming.	<ul style="list-style-type: none"> • There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the Bypass Tray. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. (See Media Types on page 125.) • There may be debris inside the machine. Open the front door, remove the print cartridge and any debris. Re-insert the print cartridge. • If an original does not feed into the machine, the <i>document feeder</i> rubber pad may need to be replaced. Contact a service representative.
Transparencies stick together in the paper exit.	<ul style="list-style-type: none"> • Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	<ul style="list-style-type: none"> • Ensure that the paper guides are against both sides of the envelopes.

Printing Problems

Condition	Possible Cause	Suggested Solutions
The machine does not print.	The machine is not receiving power.	<ul style="list-style-type: none"> Check the power cord connections. Check the power switch and the power source.
	The machine is not selected as the default machine.	<ul style="list-style-type: none"> Select your machine as your default machine in Windows.
	Check the machine for the following: <ul style="list-style-type: none"> The front door is not closed. Close the front door. Paper is jammed. Clear the paper jam. (See Paper Jams on page 164.) No paper is loaded. Load paper. (See Loading the Paper Trays on page 118.) The print cartridge is not installed. Install the print cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	<ul style="list-style-type: none"> Disconnect the machine cable and reconnect it.
	The connection cable between the computer and the machine is defective.	<ul style="list-style-type: none"> If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different machine cable.
	The port setting is incorrect.	<ul style="list-style-type: none"> Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	<ul style="list-style-type: none"> Check the printer driver options to ensure that all of the print settings are correct. (See Print Procedure on page 89.)
	The printer driver may be incorrectly installed.	<ul style="list-style-type: none"> Reinstall the printer software. (See Install Printer Software on page 86.)
	The machine is malfunctioning.	<ul style="list-style-type: none"> Check the display message on the control panel to see if the machine is indicating a system error. Contact a service representative.
	The document size is so big that the hard disk space of the computer is insufficient to access the print job.	<ul style="list-style-type: none"> Get more hard disk space and print the document again.

Condition	Possible Cause	Suggested Solutions
The machine selects print materials from the wrong paper source.	The paper option that was selected in the Printing Preferences may be incorrect.	<ul style="list-style-type: none"> For many software applications, the paper source selection is found under the Paper tab within the Printing Preferences. Select the correct paper source. (See Paper Options on page 91.)
A print job is extremely slow.	The job may be very complex.	<ul style="list-style-type: none"> Reduce the complexity of the page or try adjusting the print quality settings.
Half the page is blank.	The page orientation setting may be incorrect.	<ul style="list-style-type: none"> Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	<ul style="list-style-type: none"> Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The machine prints, but the text is wrong, garbled, or incomplete.	The machine cable is loose or defective.	<ul style="list-style-type: none"> Disconnect the machine cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer that you know works and try a print job. Try a new machine cable.
	The wrong printer driver was selected.	<ul style="list-style-type: none"> Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	<ul style="list-style-type: none"> Try printing a job from another application.
	The operating system is malfunctioning.	<ul style="list-style-type: none"> Exit Windows and reboot the computer. Turn the machine off and back on again.
Pages print, but they are blank.	The print cartridge is defective or out of toner.	<ul style="list-style-type: none"> Redistribute the toner, if necessary. If necessary, replace the print cartridge.
	The file may have blank pages.	<ul style="list-style-type: none"> Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	<ul style="list-style-type: none"> Contact a service representative.

Condition	Possible Cause	Suggested Solutions
The machine does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	<ul style="list-style-type: none"> Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	<ul style="list-style-type: none"> Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
Before printing, the machine emits vapor near the output tray.	Using damp paper can cause vapor during printing.	<ul style="list-style-type: none"> This is not a problem. Just keep printing.
The machine does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	<ul style="list-style-type: none"> Set the correct paper size in the Custom Paper Size Settings in the Paper tab in the Printing Preferences. (See Paper Options on page 91.)

Common PostScript Problems

The following situations are PS language specific and may occur when several printer languages are used.

Problem	Possible Cause	Solution
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	<ul style="list-style-type: none"> Install the PostScript driver. (See Install Printer Software on page 86.) Print a configuration page and verify that the PS version is available for printing. If the problem persists, contact a service representative.
"Limit Check Error" report prints.	The print job was too complex.	<ul style="list-style-type: none"> You might need to reduce the complexity of the page or install more memory. (Refer to the System Administrator Guide.)
A PostScript error page prints.	The print job may not be PostScript.	<ul style="list-style-type: none"> Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.

Problem	Possible Cause	Solution
The optional tray is not selected in the driver.	The printer driver has not been configured to recognize the optional tray.	<ul style="list-style-type: none"> Open the PostScript driver properties, select the Device Settings tab, and set the tray option of the Installable Options section to Installed.
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	The resolution setting in the printer driver may not be matched with the one in Acrobat Reader.	<ul style="list-style-type: none"> Make sure that the resolution setting in your printer driver matches the one in Acrobat Reader.

Common Windows Problems

Condition	Suggested Solutions
"File in Use" message appears during installation.	<ul style="list-style-type: none"> Exit all software applications. Remove all software from the printer's startup group, then restart Windows. Reinstall the printer driver.
"General Protection Fault", "Exception OE", "Spool 32", or "Illegal Operation" messages appear.	<ul style="list-style-type: none"> Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred" messages appear.	<ul style="list-style-type: none"> These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Linux Problems

Condition	Suggested Solutions
The machine does not print.	<ul style="list-style-type: none"> • Check if the printer driver is installed on your system. Open Unified Driver Configurator and switch to the Printers tab in Printers configuration window to look at the list of available machines. Make sure that your machine is displayed on the list. If not, open Add new printer wizard to set up your machine. • Check if the machine is started. Open Printers configuration and select your machine on the printers list. Look at the description in the Selected printer pane. If its status contains Stopped, press the Start button. Normal operation of the machine should be restored. The “stopped” status might be activated when some problems in printing occurred. For instance, this could be an attempt to print a document when the port is claimed by a scanning application. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different “consumer” applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other “consumer” will encounter “device busy” response. You should open ports configuration and select the port assigned to your machine. In the Selected port pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the Release port button. • Check if your application has special print option such as “-oraw”. If “-oraw” is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select “print” -> “Setup printer” and edit command line parameter in the command item. • The CUPS (Common Unix Printing System) version distributed with SuSE Linux 9.2 (cups-1.1.21) has a problem with ipp (Internet Printing Protocol) printing. Use the socket printing instead of ipp or install a later version of CUPS (cups-1.1.22 or higher).
The machine does not print whole pages, and output is printed on half the page.	<ul style="list-style-type: none"> • It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS, and has been reported to bugs.ghostscript.com as Ghostscript Bug 688252. The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from http://sourceforge.net/projects/ghostscript/ and install it to solve this problem.
Cannot scan via Gimp Front-end.	<ul style="list-style-type: none"> • Check if Gimp Front-end has Xsane: Device dialog. on the Acquire menu. If not, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For the detailed information, refer to the Help for Linux distribution CD or Gimp Front-end application. • If you wish to use another kind of scan application, refer to application’s Help.

Condition	Suggested Solutions
Error message “Cannot open port device file” displays when printing a document.	<ul style="list-style-type: none"> • Avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting Release port in Port configuration window.
The machine does not appear on the scanners list.	<ul style="list-style-type: none"> • Ensure your machine is attached to your computer, connected properly via the USB port, and is turned on. • Ensure the scanner driver for your machine is installed on your system. Open Unified Linux Driver configurator, switch to Scanners configuration, then press Drivers. Make sure that a driver with a name corresponding to your machine's name is listed in the window. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different “consumer” applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other “consumer” will encounter “device busy” response. This usually happens when starting a scan procedure. An appropriate message box appears. • To identify the source of the problem, open the Ports configuration and select the port assigned to your scanner, port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1, and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane, you can see if the port is occupied by another application. If this is the case, you should either wait for completion of the current job or press the Release port button.
The machine does not scan.	<ul style="list-style-type: none"> • Ensure a document is loaded into the machine, ensure your machine is connected to the computer.

Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.

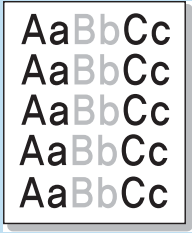
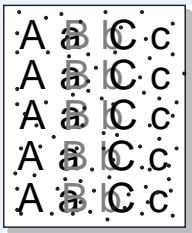
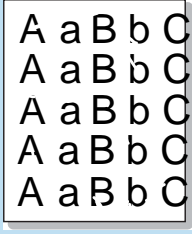
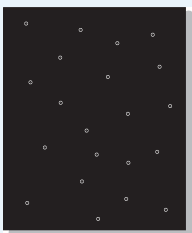
Common Macintosh Problems

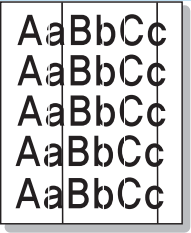
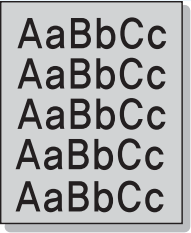
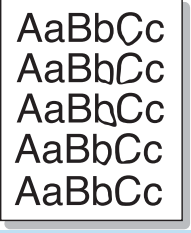
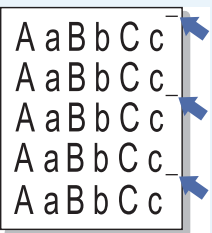
Condition	Suggested Solutions
The machine does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	<ul style="list-style-type: none"> Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	<ul style="list-style-type: none"> Update your MAC OS to OS MAC OS X 10.3.3. or higher.
Some letters are not displayed normally during the cover page printing.	<ul style="list-style-type: none"> Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	<ul style="list-style-type: none"> Make sure that the resolution setting in your machine driver matches the one in Acrobat Reader.

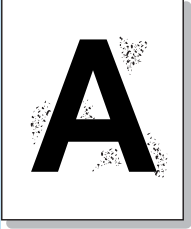
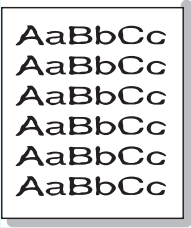
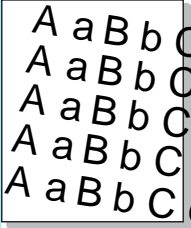
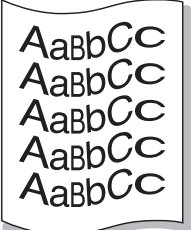
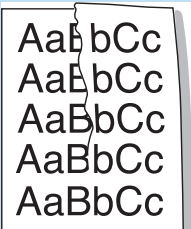
Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

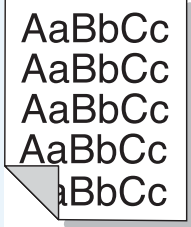
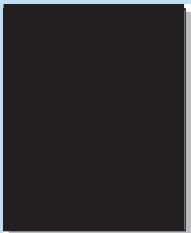
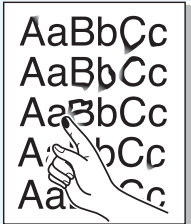
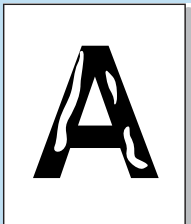
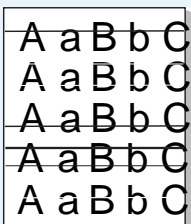
Printing Quality Problems

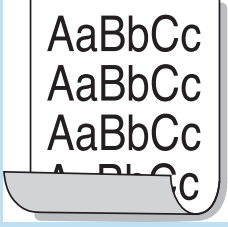
If the inside of the machine is dirty or paper has been loaded improperly, there might be a reduction in print quality. See the table below to clear the problem.

Condition	Suggested Solutions
<p>Light or faded print</p> 	<ul style="list-style-type: none"> • If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the print cartridge life. (See Redistributing Toner on page 162.) If this does not improve the print quality, install a new print cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. (See Media Guidelines on page 124.) • If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the toner save mode off. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the print cartridge needs replacing. (See Replacing the Print Cartridge on page 157.) • The surface of the LSU part inside the machine may be dirty. (See Internal Areas on page 159.)
<p>Toner specks</p> 	<ul style="list-style-type: none"> • The paper may not meet specifications; for example, the paper may be too moist or rough. (See Media Guidelines on page 124.) • The transfer roller may be dirty. Clean the inside of your machine. (See Internal Areas on page 159.) • The paper path may need cleaning. (See Internal Areas on page 159.)
<p>Dropouts</p> 	<p>If faded areas, generally rounded, occur randomly on the page:</p> <ul style="list-style-type: none"> • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. (See Media Guidelines on page 124.) • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Thick. (See Paper Options on page 91.) • If these steps do not correct the problem, contact a service representative.
<p>White Spots</p> 	<p>If white spots appear on the page:</p> <ul style="list-style-type: none"> • The paper is too rough and dirt from the paper falls to the inner areas of the machine on to the transfer roller. Clean the inside of your machine. (See Internal Areas on page 159.) • The paper path may need cleaning. (See Internal Areas on page 159.)

Condition	Suggested Solutions
<p>Vertical lines</p> 	<p>If black vertical streaks appear on the page, isolate the problem to copying, printing or scanning and perform the following:</p> <ul style="list-style-type: none"> • If copying or scanning, check the CVT glass and document glass and if necessary clean using a lint-free cloth. (See Document Glass and Constant Velocity Transport (CVT) Glass on page 159.) • If copying or printing, the surface (drum part) of the print cartridge inside the machine has probably been scratched. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 157.) <p>If white vertical streaks appear on the page:</p> <ul style="list-style-type: none"> • The surface of the LSU part inside the machine may be dirty. (See Internal Areas on page 159.)
<p>Background</p> 	<p>If the amount of background shading becomes unacceptable:</p> <ul style="list-style-type: none"> • Change to a lighter weight paper. (See Paper Supply on page 193 for specifications.) • Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. • Remove the old print cartridge and, install a new one. (See Replacing the Print Cartridge on page 157.) • Use the <i>Background Suppression</i> feature in the Menu options.
<p>Toner smear</p> 	<p>If toner smears on the page:</p> <ul style="list-style-type: none"> • Clean the inside of the machine. (See Internal Areas on page 159.) • Check the paper type and quality. (See Media Guidelines on page 124.) • Remove the print cartridge and then, install a new one. (See Replacing the Print Cartridge on page 157.)
<p>Vertical repetitive defects</p> 	<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> • The print cartridge may be damaged, run a few prints through the machine and if you still have the problem, remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 157.) • Parts of the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.

Condition	Suggested Solutions
<p>Background scatter</p> 	<p>Background scatter results from bits of toner randomly distributed on the printed page.</p> <ul style="list-style-type: none"> • The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the printer driver options. (See Print Procedure on page 89.)
<p>Misformed characters</p> 	<ul style="list-style-type: none"> • If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. (See Media Guidelines on page 124.) • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Contact a service representative.
<p>Page skew</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines on page 124.) • Ensure that the guides are not too tight or too loose against the paper stack. (See Loading the Paper Trays on page 118.)
<p>Curl or wave</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. (See Media Guidelines on page 124.) • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
<p>Wrinkles or creases</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines on page 124.) • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.

Condition	Suggested Solutions
<p>Back of printouts are dirty</p> 	<p>Check for leaking toner. Clean the inside of the machine. (See Internal Areas on page 159.)</p>
<p>Solid Black pages</p> 	<ul style="list-style-type: none"> • The print cartridge may not be installed properly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 157.) • The machine may require repair. Contact a service representative.
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the machine. (See Internal Areas on page 159.) • Check the paper type and quality. (See Media Guidelines on page 124.) • Remove the print cartridge and then, install a new one. (See Replacing the Print Cartridge on page 157.) • The machine may require repair. Contact a service representative.
<p>Character Voids</p> 	<p>Character voids are white areas within parts of characters that should be solid black:</p> <ul style="list-style-type: none"> • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications. (See Paper Supply on page 193.)
<p>Horizontal stripes</p> 	<p>If horizontally aligned black streaks or smears appear:</p> <ul style="list-style-type: none"> • The print cartridge may be installed improperly. Remove the cartridge and reinsert it. • The print cartridge may be defective. Remove the print cartridge and install a new one. (See Replacing the Print Cartridge on page 157.) • If the problem persists, the machine may require repair. Contact a service representative.

Condition	Suggested Solutions
<p>Curl</p> 	<p>If the printed paper is curled or paper does not feed into the machine:</p> <ul style="list-style-type: none"> • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to Printing Preferences, click Paper tab, and set type to Thin. (See Paper Tab on page 91.)
<p>An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.</p>	<ul style="list-style-type: none"> • Your machine is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. Change the correct altitude setting to your machine. (See Machine Settings on page 147.)

Copying Problems

Condition	Suggested Solutions
<p>Copies are too light or too dark</p>	<ul style="list-style-type: none"> • Use Darkness in Copy feature to lighten or darken the backgrounds of copies. (See Select the Features on page 27.)
<p>Smears, lines, marks, or spots appear on copies.</p>	<ul style="list-style-type: none"> • If the defects are on the original, use Darkness in Copy feature to lighten the background of your copies. (See Select the Features on page 27.) • If there are no defects on the original, clean the scan unit. (See Internal Areas on page 159.)
<p>Copy image is skewed.</p>	<ul style="list-style-type: none"> • Ensure that the original is face down on the <i>document glass</i> or face up in the <i>document feeder</i>. • Check that the copy paper is loaded correctly. (See Loading the Paper Trays on page 118.) • Check that the paper is within specification. (See Paper Supply on page 193.)
<p>Blank copies.</p>	<ul style="list-style-type: none"> • Ensure that the original is face down on the <i>document glass</i> or face up in the <i>document feeder</i>.
<p>Image rubs off the copy easily.</p>	<ul style="list-style-type: none"> • Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the machine for extended periods of time. • Check that the paper is within specification. (See Paper Supply on page 193.)

Condition	Suggested Solutions
Frequent copy paper jams occur.	<ul style="list-style-type: none"> Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. Ensure that the paper is the proper paper weight. Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Print cartridge produces fewer copies than expected before running out of toner.	<ul style="list-style-type: none"> Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. The <i>document feeder</i> may be left open while copies are being made. Turn the machine off and back on.

Scanning Problems

Condition	Suggested Solutions
The scanner does not work.	<ul style="list-style-type: none"> Make sure that you place the original to be scanned face down on the <i>document glass</i>, or face up in the <i>document feeder</i>. There may not be enough available memory to hold the document you want to scan. Check that the machine cable is connected properly. Make sure that the machine cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. Check that the scanner is configured correctly. Check scan setting in the Network Scan Manager or the application you want to use to make certain that the scanner job is being sent to the correct port (for example, USB001).

Condition	Suggested Solutions
The unit scans very slowly.	<ul style="list-style-type: none"> • Check if the machine is printing received data. If so, scan the document after the received data has been printed. • Graphics are scanned more slowly than text.
<p>Message appears on your computer screen:</p> <ul style="list-style-type: none"> • Machine can't be set to the H/W mode you want. • Port is being used by another program. • Port is Disabled. • Scanner is busy receiving or printing data. When the current job is completed., try again. • Invalid handle. • Scanning has failed. 	<ul style="list-style-type: none"> • There may be a copy or print job in progress. Try your job again when that job is finished. • The selected port is currently being used. Restart your computer and try again. • The machine cable may be improperly connected or the power may be off. • The scanner driver is not installed or the operating environment is not set up properly. • Ensure that the machine is properly connected and the power is on, then restart your computer. • The USB cable may be improperly connected or the power may be off.

Fax Problems

Condition	Suggested Solutions
The machine is not working, there is no display, or the buttons are not working.	<ul style="list-style-type: none"> • Unplug the power cord and plug it in again. • Ensure that there is power being supplied to the electrical outlet.
No dial tone.	<ul style="list-style-type: none"> • Check that the phone line is properly connected. • Check that the phone socket on the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	<ul style="list-style-type: none"> • Make sure that the numbers are stored in memory correctly. Print an Address Book list. (See Information Pages on page 134.)
The original does not feed into the machine.	<ul style="list-style-type: none"> • Make sure that the paper is not wrinkled and you are inserting it in correctly. Check that the original is the right size, not too thick or thin. • Make sure that the <i>document feeder</i> is firmly closed. • The <i>document feeder</i> rubber pad may need to be replaced. Contact a service representative.

Condition	Suggested Solutions
Faxes are not received automatically.	<ul style="list-style-type: none"> • The receiving mode should be set to fax. • Make sure that there is paper in the tray. • Check to see if the display shows any error message. If it does, clear the problem
The machine does not send.	<ul style="list-style-type: none"> • Make sure that the original is loaded in the <i>document feeder</i> or on the <i>document glass</i>. • Check the fax machine you are sending to, to see if it can receive your fax. • Try the job again later, the line may have a fault or be busy.
The incoming fax has blank spaces or is of poor-quality.	<ul style="list-style-type: none"> • The fax machine sending you the fax may be faulty. • A noisy phone line can cause line errors. • Check your machine by making a copy. • The print cartridge may be empty. Replace the print cartridge. (See Replacing the Print Cartridge on page 157.)
Some of the words on an incoming fax are stretched.	<ul style="list-style-type: none"> • The fax machine sending the fax had a temporary document jam.
There are lines on the originals you sent.	<ul style="list-style-type: none"> • Check your scan unit for marks and clean it. (See Cleaning the Machine on page 158.)
The machine dials a number, but the connection with the other fax machine fails.	<ul style="list-style-type: none"> • The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to solve out the problem.
Faxes do not store in memory.	<ul style="list-style-type: none"> • There may not be enough memory space to store the fax. If the display indicating the memory status shows, delete any faxes you no longer need from the memory, and then try to store the fax again. Call for service.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top	<ul style="list-style-type: none"> • You may have chosen the wrong paper settings in the user option setting. For details about paper settings. (See Setting Paper Size and Type on page 122.)

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check [Error Messages](#) on page 169. If the difficulty persists, contact the *Xerox Support Center*. The *Xerox Support Center* will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

Locating the Serial Number

Locate the machine's serial number by taking the following steps:

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Machine Information** and press **OK**.
3. Press the up/down arrows to highlight **Serial Number** and write down your machine's serial number.
4. Press **Stop** to return to ready mode.

The serial number is also located on the inside of the front door on the machine.

Printing a Machine Report

You can print the machine's information and job report.

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to highlight **Information Pages** and press **OK**.
3. To print all reports and lists, select **All Pages** and press **OK**. Press the left/right arrows to highlight **Yes** at the **Print?** prompt and press **OK**.

You can use CentreWare Internet Services to print the machine's configuration report or browse the status. Open a web browser at the networked computer and type the machine's IP address. When CentreWare Internet Services opens, click **Information > Print Information**.

Specifications

12

This chapter includes:

- [Machine Specifications](#) on page 192
- [Electrical Specifications](#) on page 195
- [Feature Specifications](#) on page 196

Machine Specifications

Machine Configurations

Feature	Specification
Hardware Configuration	Processor Document Feeder 1-2 Paper Trays and Bypass Tray
Machine Size	Base configuration: width 18.3 x depth 17.1 x height 18" (W 582 x D 488 x H 553 mm)
Machine Weight	Approx 51.59 lb (23.4 kg) without Print Cartridge
Access	From the front and back
Copier Speed	From paper tray 1: 35 cpm one-sided Letter (33 cpm A4)
First Copy Out Time	Document Glass from Paper Tray 1 to top tray: less than 10 seconds Document Feeder from Paper Tray 1: less than 13 seconds
Warm Up Time	Cold Start: Ready to copy in less than 42 seconds From Power Save: Ready to copy in less than 15 seconds

Paper Supply

Trays 1, & 2

Feature	Specification
Capacity	500 sheets 20 lb (80 g/m ²) bond paper per tray
Paper Weights	16 lb - 24 lb (60 to 90 g/m ²)
Paper Sizes	Length min 8.3 - max 14" (210 - 356 mm) Width min 5.8 - max 8.5" (148 - 216 mm) 8.5 x 11" 8.5 x 14" 8.5 x 13" ISO B5 (176 x 250mm) JIS B5 (182 x 257mm) Oficio A4 A5 Executive 7.25 x 10.5" (184.2 x 266.7mm)

Bypass Tray

Feature	Specification
Capacity	50 sheets 20 lb (80 g/m ²) bond paper 5 sheets transparencies 5 envelopes
Paper Weights	16 lb - 43 lb (60 to 163 g/m ²)
Paper Range	Length min 5.0 - max 14" (127 - 356 mm) Width min 3.0 - max 8.5" (76.2 - 216 mm)

Note: The paper stack height must not exceed 0.4" (10 mm)

Document Feeder

Feature	Specification
Capacity	Approximately 60 sheets of 20 lb (80 g/m ²) bond paper
Paper Weights	12 lb - 28 lb (50 to 120 g/m ²)
Paper Sizes	2.75 x 5.7" to 8.5 x 14" (69.9 mm x 145 mm to 216 mm x 356 mm)
Document Feeder Speed (A4)	1-1: 33 ipm 1-2: 17 ipm 2-2 collated: 13 ipm

Output Modules

Output Tray

Feature	Specification
Capacity	250 sheets of 20 lb (80 g/m ²) bond paper

Electrical Specifications

Feature	Specification
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	Power Save mode: Less than 18 Watts Stand By mode: Less than 60 Watts

Feature Specifications

Fax Feature

Feature	Specification
Fax Transmission Speed	33.6 Kbps
Telephone Line Type	Standard public analogue switched telephone line or equivalent
Communication Standard	Super G3, IYU G3
Maximum Resolution Capability	600 x 600 dpi
Standard Fax Memory	7MB
Effective Scanning Width	8.2" (208 mm)
Maximum Print Width	8.5" (216 mm)
Connection Approvals	EU/EEA: certified to TBR21 USA: approved to FCC Pt 68 Canada: approved to DOC CS-03 Other countries: certified to national PTT standards

Print Feature

Feature	Specification
Compatibility	Windows PC / MAC / Linux
Speed	35 ppm one-sided (Letter) / 33 ppm (A4) 18 ppm two-sided (Letter) / 17 ppm (A4)
Maximum Print Area	8.5" x 14" US Legal (216 mm x 356 mm)
Print Resolution	Up to 1200 x 1200 effective output
Yield	11000 prints (5000 prints for the Print Cartridge supplied with the machine)
Maximum Resolution	600 x 600 dpi
Standard Printer Memory	256 MB
PDL / PCL	PCL5e, PCL6, Postscript 3, PDF1.4, TIFF

Scan Feature

Feature	Specification
Maximum Document Width	8.5" (216 mm)
Effective Scan Width	8.2" (208 mm)
Maximum Resolution	600 x 600 dpi
TWAIN / ISIS Compatible	TWAIN / WIA
Image Compression	MH, MMR, LZW, JPEG
Scan Mode	Mono Text, Mono Photo and True Color
Gray Scale	256 levels

This chapter includes:

- [Notices and Safety](#) on page 200
- [Safety Labels and Symbols](#) on page 201
- [Operational Safety Information](#) on page 202
- [Basic Regulations](#) on page 206
- [Copy Regulations](#) on page 208
- [Fax Regulations](#) on page 211
- [Material Safety Data](#) on page 214
- [Product Recycling and Disposal](#) on page 215
- [Energy Program Compliance](#) on page 217
- [EH&S Contact Information](#) on page 218

Notices and Safety

Please read the following instructions carefully before operating the machine. Refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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



WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external machines, may impact the machine certification. Please contact your Xerox representative for more information.

Safety Labels and Symbols

All warnings and instructions marked on or supplied with the machine should be followed.

This WARNING alerts users to areas of the machine where there is the possibility of personal injury.



This WARNING alerts users to areas of the machine where there are heated surfaces, which should not be touched.



Operational Safety Information

Your Xerox machine and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. To ensure the continued safe operation of your Xerox machine, follow these safety guidelines at all times:

Electrical Supply

This section provides important electrical supply safety information that you should read before installing or using the device.

Read the information in the following sections:

- [Power Outlet Electrical Safety](#) on page 202.
- [Power Cord Electrical Safety](#) on page 202.
- [Laser Safety Information](#) on page 203.
- [Device Safety](#) on page 203.
- [Emergency Power Off](#) on page 204.
- [Disconnect Device](#) on page 204.

Power Outlet Electrical Safety

This device must be operated from the type of electrical supply indicated on the data plate label located on the rear cover of the device. If you are not sure that your electrical supply meets the requirements, please consult your local power company or a licensed electrician for advice.

The electrical supply outlet should be installed near the device and should be easily accessible.




⚠ WARNING: This device must be connected to a protective earth circuit. This device is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet. Always connect the device to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Improper connection of the device-grounding conductor can result in electrical shock.

Power Cord Electrical Safety

- Use only the power cord supplied with this device.
- Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not place this device where people might step on or trip on the power cord.
- Do not place objects on the power cord.

Laser Safety Information

 **CAUTION:** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the device complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Device Safety

This device has been designed to provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove the covers or guards that protect hazardous areas.

Device Safety - Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Always follow all warnings and instructions that are marked on or supplied with the device.
- Before cleaning this device, unplug the device from the electrical outlet. Always use materials specifically designated for this device, the use of other materials may result in poor performance and create a hazardous situation.
- Always exercise care when moving or relocating the device. Please contact your local Xerox dealer to arrange relocation of the device to a location outside of your building.
- Always locate the device on a solid support surface (not on plush carpet) that has adequate strength to support the weight of the machine.
- Always locate the device in an area that has adequate ventilation and room for servicing.
- Always unplug this device from the electrical outlet before cleaning.

Note: Your Xerox device is equipped with an energy saving function to conserve power when the device is not in use. The device may be left on continuously.

Device Safety - Do Not Do These

 **WARNING:** Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Never use a ground adapter plug to connect the device to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never obstruct ventilation openings. They are provided to prevent overheating.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.

- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this device where people might step on or trip on the power cord.
- This device should not be placed in a room unless proper ventilation is provided.

Please contact your local Authorized dealer for further information.

Emergency Power Off

If any of the following conditions occur, turn off the device immediately and disconnect the power cable(s) from the electrical outlet(s). Contact an authorized Xerox Service Representative to correct the problem:

- The device 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 machine.
- The machine is exposed to water.
- Any part of the device is damaged.

Disconnect Device

The power cable is the disconnect device for this device. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the device, disconnect the power cable from the electrical outlet.

Ozone Safety Information

This device will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox installation procedure will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your authorized local dealer or Service Provider.

Maintenance Information



WARNING: Do not use aerosol cleaners. Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Any operator device maintenance procedures will be described in the user documentation supplied with the device.
- Do not carry out any maintenance on this device which is not described in the customer documentation.
- Use supplies and cleaning materials only as directed in the user documentation.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Consumables Information

- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print cartridges or toner containers into an open flame.

Product Safety Certification

This device is certified by the following Agency using the Safety standards listed.

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 2nd Edition (USA/Canada)
	IEC/EN60950-1 2nd Edition

This device has been manufactured under a registered ISO9001 Quality system.

Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

United States (FCC Regulations)

This device has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a commercial environment. This device generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device 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 receiver.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the device. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

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.

European Union



WARNING: This is a Class A product. In a domestic environment this device may cause radio interference in which case the user may be required to take adequate measures.



The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC. Approximation of the laws of the member states related to low voltage equipment.
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC. Approximation of the laws of the member states related to electromagnetic compatibility.
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC.

This device, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur"

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, etc.
 - Bonds (U.S. 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 Draft 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.
2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. 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 R21.5.
5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

6. Passports. Foreign Passports may be photographed.
7. Immigration papers.
8. Draft Registration Cards.
9. 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 serviceException: United States military discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (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 above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

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.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. 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).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

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 cheques
- 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 sending 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. In order to program this information into your machine, refer to [Machine Settings](#) on page 147 for instructions.

Data Coupler Information

This device 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 device is a label that contains, among other information, a device 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 device 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 device. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine 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. To order the correct service from the local telephone company, you may also have to quote the codes listed below:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y



WARNING: 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 assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may 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 may be connected to a line, as determined by the total RENs, contact the local Telephone Company. The REN for this device is part of the device identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If this Xerox device causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the device. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox device, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service provider. 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 device 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.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox device does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

This product meets the applicable Industry Canada technical specifications.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this device, or device malfunctions, may give the telecommunications company cause to request the user to disconnect the device.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.



CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (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 may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the device.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This device has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. Country codes should be set prior to connecting this device to the network.

Note: Although this device can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this device, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Material Safety Data

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.

Product Recycling and Disposal

USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox device is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If you are managing the disposal of your Xerox device, please note that the device 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 device was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

European Union

WEEE Directive 2002/96/EC

Product Recycling and Disposal (EU Professional/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.

(EU Battery Directive)



These symbols on the products, and/or 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.

For Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Information on disposal in other countries outside 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.



Note for the Battery Symbol

This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Energy Program Compliance

All Markets

ENERGY STAR

As an ENERGY STAR[®] partner, Xerox Corporation has determined that this device meets the ENERGY STAR guidelines for energy efficiency.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing device energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory, to switch to Power Save Mode after a preset time following the last copy/print out. The default time set for the Xerox WorkCentre 3550 is 30 minutes. A more detailed description of this feature can be found in the User Guide. Refer to [Machine Settings](#) on page 147 for instructions on how to change the **Power Save** setting.

EH&S Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox device and supplies, please contact the following customer help lines:

USA: 1-800 828-6571

Canada: 1-800 828-6571

Europe: +44 1707 353 434

Device safety information is also available on the Xerox website:

www.xerox.com/about-xerox/environment

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