

User Guide

610E34790



W o r k C e n t r e 3 9 0

**L A S E R A L L - I N - O N E
U S E R G U I D E**

Prepared by:
Xerox Industrial Design Human Interface
Graphic Design
Jefferson Road
Henrietta
New York

©2000 by Xerox Limited. All rights reserved.

Copyright protection claimed includes all forms and matters of copyrightable material and information now allowed by statutory or judicial law or hereinafter granted, including without limitation, material generated from the software programs which are displayed on the screen, such as icons, screen displays, looks, etc.

Xerox[®] and all Xerox products mentioned in this publication are registered trademarks of the Xerox Corporation.

Windows[™] is a trademark of Microsoft Corporation. Product names and trademarks of other companies are also acknowledged.

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

This document was created on a PC using Adobe FrameMaker software.

Publication number: 610E34790



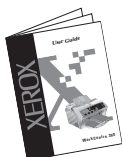
Table of Contents

USER GUIDE

Where Do I Find It	v
1. GETTING STARTED	1-1
Introduction	1-1
Front View	1-2
Rear View / Inside View	1-3
Using the Control Panel	1-4
Using the Number Keypad	1-7
Entering Alphanumeric Characters	1-8
Using the Automatic Paper Feeder	1-10
Using the Manual Paper Feeder	1-14
2. MAKING A COPY	2-1
Making a Copy	2-1
To Make A Quick Copy	2-2
To Make Copies Using The Copy Menu Features	2-3
3. SENDING A FAX	3-1
Preparing Documents for Faxing	3-1
Sending a Fax Manually	3-2

Cancelling Transmission	3-3
Confirming Transmission	3-4
4. RECEIVING A FAX	4-1
Reception Modes	4-1
Determining the Reception Mode	4-2
Receiving Automatically in FAX Mode	4-3
Receiving Manually in TEL Mode	4-4
Receiving Automatically in ANS/FAX Mode	4-5
Distinctive Ring Pattern Detection (DRPD)	4-6
5. HOW TO PRINT AND SCAN	5-1
Printing A Document	5-1
Printing A Document	5-2
Scanning A Document	5-4
6. TROUBLESHOOTING	6-1
Clearing Jams	6-2
Paper Jams in the Paper Feed Area	6-3
Paper Jams in the Printer Output Area	6-5
Paper Jams Inside the Machine	6-6
Tips for Avoiding Paper Jams	6-8
LCD Display Error Messages	6-9
Print Quality Problems	6-13
7. MAINTENANCE	7-1
Clearing Memory	7-1
Memory Clear Items	7-2
Cleaning the Document Scanner	7-3
Replacing the Laser Printer Cartridge	7-6
Cleaning the Drum	7-9
8. Index	8-1
Introduction	8-1

WHERE DO I FIND IT



In addition to this User Guide, your WorkCentre 390 comes complete with an Install Guide, CD-ROM with electronic User Guide, and a Warranty Card. If you do not see what you are looking for in this User Guide, check below to find where you can locate the information.



Install Guide

- Getting Started
- Setup
- Installation
- Connections
- Quick Procedures



CD-ROM

- WorkCentre 390 Installation program
- Print and Scan drivers
- Pagis Pro
- TextBridge Pro 98
- WorkCentre 390 electronic User Guide
 - WorkCentre Setup
 - Complete Installation
 - Copying and Faxing
 - Printing and Scanning
 - Paper Specifications
 - Troubleshooting
 - Maintenance

To access the electronic User Guide from your computer, begin at the **Start** menu: **Start → Programs → Xerox WorkCentre 390 → e-User Guide**



Warranty Card

- Warranty Information



Chapter One

GETTING STARTED

Introduction

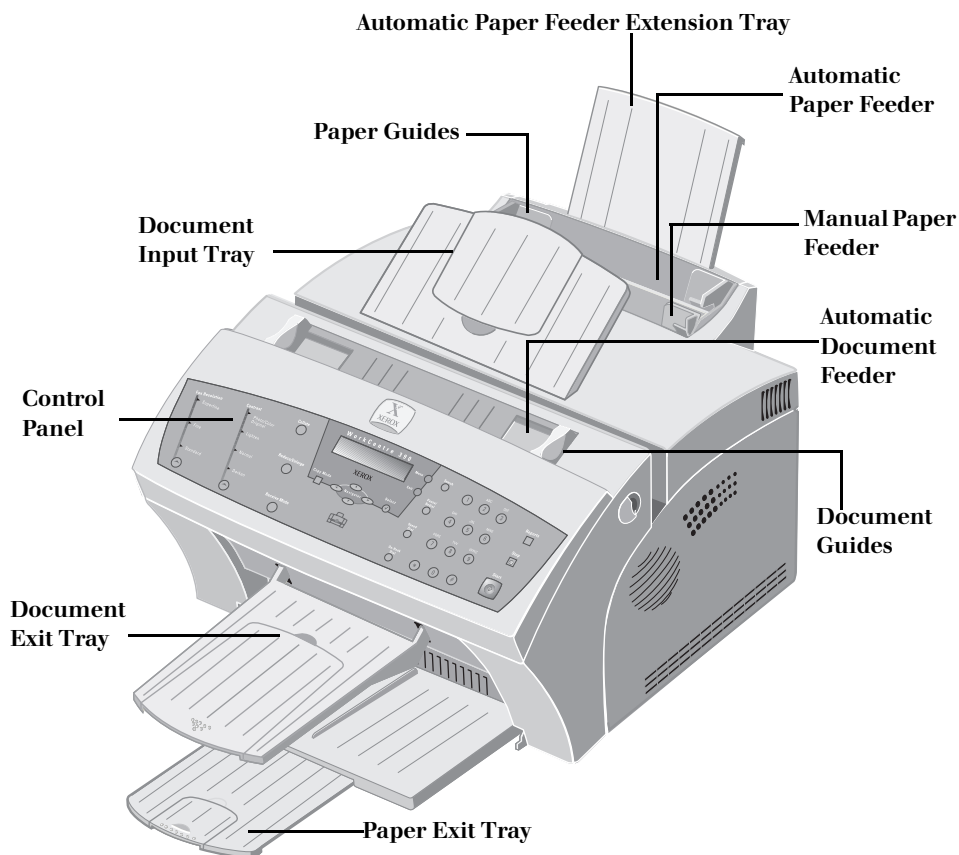
This guide provides reference material for installations where the WorkCentre 390 is used as a stand-alone machine. If questions arise that are not addressed in this guide, more detailed information is provided in the Xerox Workcentre 390 electronic User Guide. The electronic User Guide is located on the WorkCentre 390 CD-ROM. However, PC-related procedures cannot be performed for stand-alone machines, and therefore, would not be applicable.

Control Locations and Functions

If you are not already familiar with your WorkCentre 390, please take a moment to familiarize yourself with the main components and their locations.

FRONT VIEW

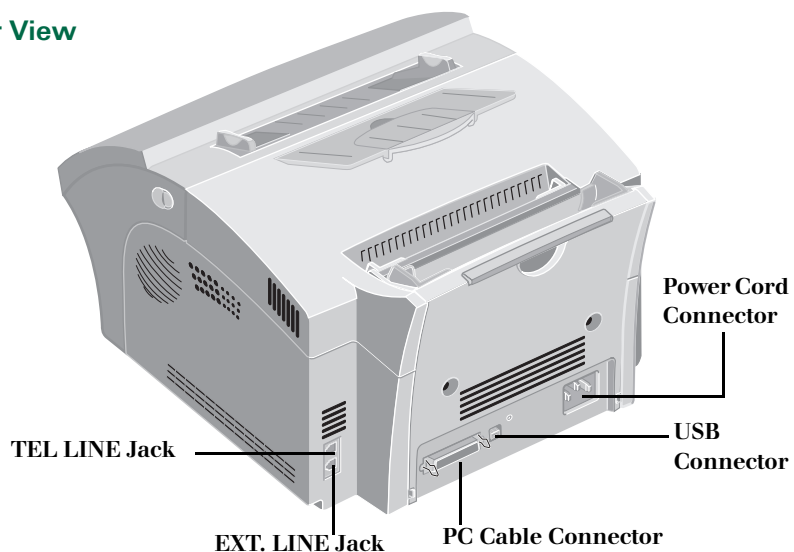
Front View



Note: Your machine may look slightly different than the illustration.

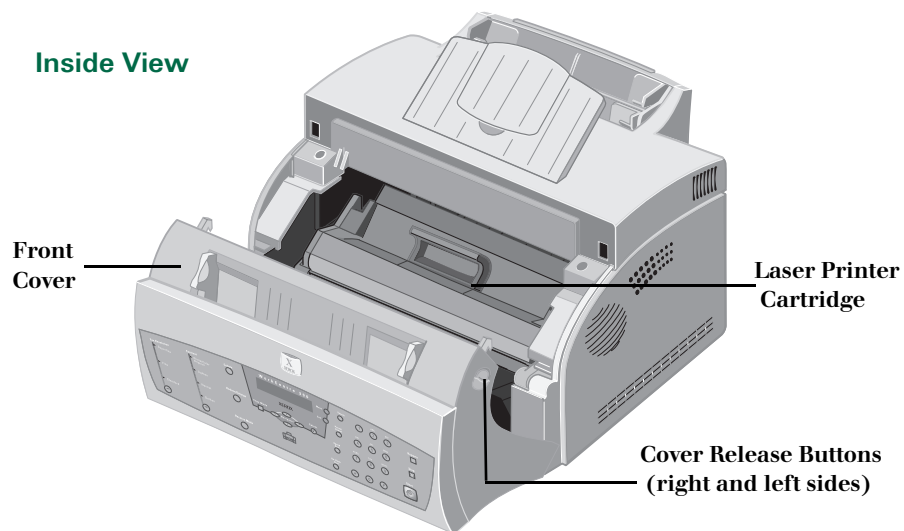
REAR VIEW / INSIDE VIEW

Rear View



1

Inside View



USING THE CONTROL PANEL

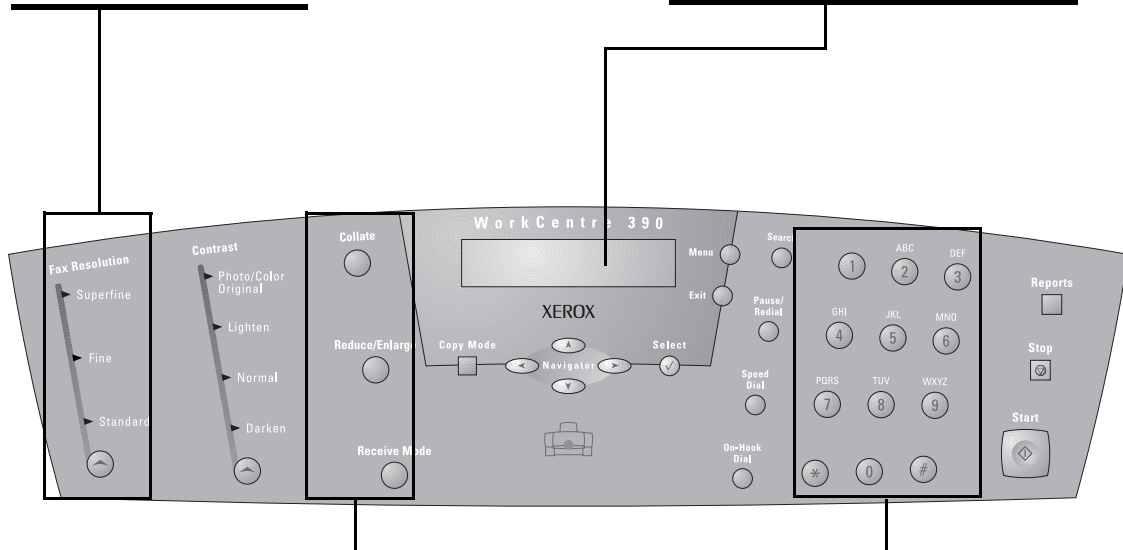
Using the Control Panel

Fax Resolution

Use to choose the resolution of transmitted documents.

LCD Display

The display shows the current status of your machine, and guides you through various tasks using a menu system for each operation.



Collate

When you make a copy, use this button to sort the copies.

Reduce/Enlarge

When you make a copy, use this button to reduce or enlarge the image size.

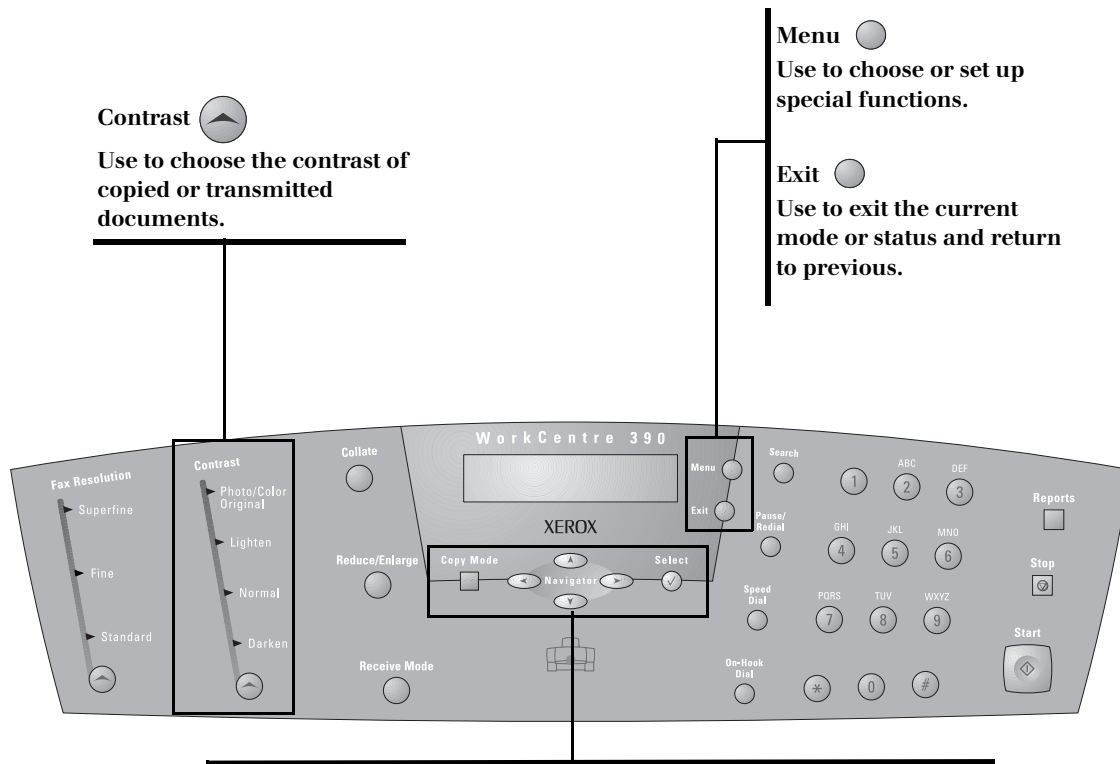
Receive Mode

Use to choose the receive mode you want to use. The selected mode is displayed.

Number Keypad

Use to dial numbers manually or to enter letters and numbers for various programming functions.

USING THE CONTROL PANEL



Contrast

Use to choose the contrast of copied or transmitted documents.

Menu

Use to choose or set up special functions.

Exit

Use to exit the current mode or status and return to previous.

Copy Mode

Use to copy a document.

Up and Down

Use to display the next or previous menu item. Also use to adjust machine settings.

Left and Right

Use to move cursor left or right across the display.

Select

Use to activate the selection shown in the display.

USING THE CONTROL PANEL

Search

Use to search for numbers in memory. Also use to delete digits in the edit mode or to delete entries in the phone book memory.

Pause/Redial

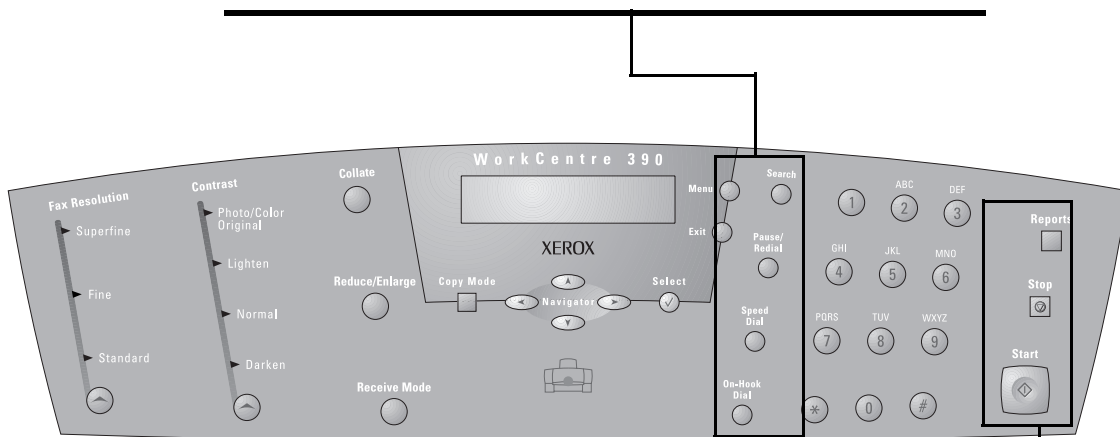
Use to redial the last phone number called. Also use it to add a pause when entering a number in memory.

Speed/Dial

Use to dial calls and send fax documents by entering a 2-digit number. Also use to switch the LCD display between tasks while performing dual jobs.

On-Hook Dial

Use to dial numbers without picking up the handset.



Report

Use to print various reports and lists.

Stop

Use to stop an operation at any time.

Start

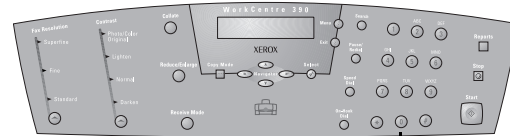
Use to start a job. Also use to activate the selection shown in the display.

USING THE NUMBER KEYPAD

Using the Number Keypad

As you perform various tasks, you will need to enter names and numbers using the Number Keypad. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When setting up Speed Dial numbers, you will also need to enter telephone numbers and names.

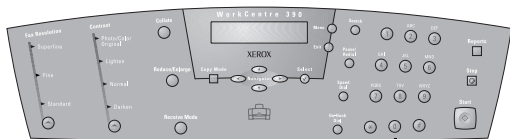
When prompting you to enter a name, the LCD display will appear as shown. Use the procedures described on the following pages to enter up to 20 letters and special characters, numbers or spaces.



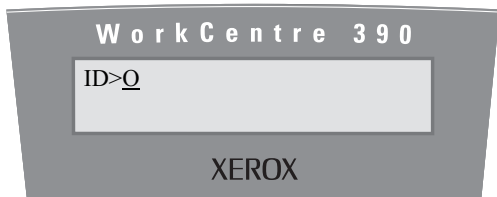
Number Keypad



ENTERING ALPHANUMERIC CHARACTERS



Number Keypad



Note: You can enter special characters (space, plus sign, etc.) in the name by using the 0 key. See Keypad Character Assignments in Chapter 3 of the Xerox WorkCentre 390 electronic User Guide.

Entering Alphanumeric Characters

1


Using the Number Keypad, locate the button labeled with the character you want. Press that button repeatedly until the correct character appears in the display.

Caution: For example, to enter the letter O, press the 6 key (3 times).

The character appears in the display.

ENTERING ALPHANUMERIC CHARACTERS

To enter another letter, locate the Number Keypad button labeled with the letter you want. Press the button repeatedly until the letter appears in the display.

If the next letter is printed on the same Number keypad button, move the cursor by pressing the **Right**  button, then press the Number Keypad button labeled with the letter you want.

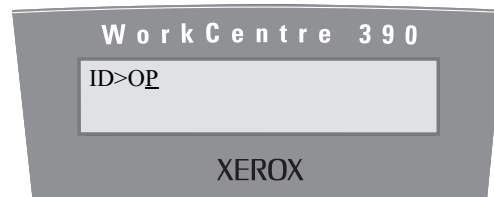
The blinking cursor moves right and the next letter appears in the display.

Press the Number Keypad button repeatedly until the letter you wish to enter appears in the display. Select additional letters in the same way.

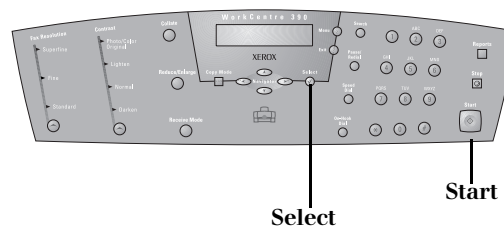
When you finish entering letters, press the

Start  or **Select**  button.

2



3



1

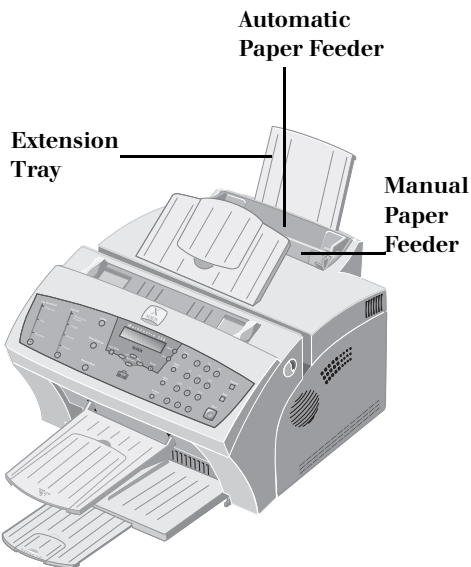
USING THE AUTOMATIC PAPER FEEDER



Note: If you experience problems feeding paper, place the media into the Manual Paper Feeder one sheet at a time.

Using the Automatic Paper Feeder

You can stack paper, envelopes, card stocks, labels, or transparencies in the Automatic Paper Feeder to feed automatically. The Automatic Paper Feeder can hold a maximum of 150 sheets of 20 lb (gsm) plain paper, or other print media. Depending upon media thickness, maximum capacity may be reduced.

**1**

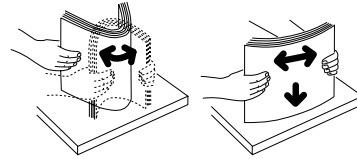
Pull the Extension Tray on the Automatic Paper Feeder all the way up.

USING THE AUTOMATIC PAPER FEEDER

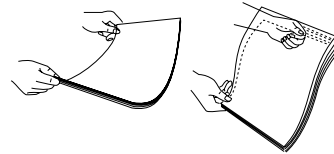
Prepare the print material for loading.

- For paper and envelopes, flex paper or fan envelopes back and forth. Do not fold or crease the paper.
- Straighten the edges on a level surface.
- For transparencies, refer to the packaging for the transparency stock to determine the print side. Hold the transparencies by the edges and avoid touching the print side. Be careful not to scratch or leave fingerprints on the print side.
- Fan the stack of transparencies to prevent feeding failures.

2

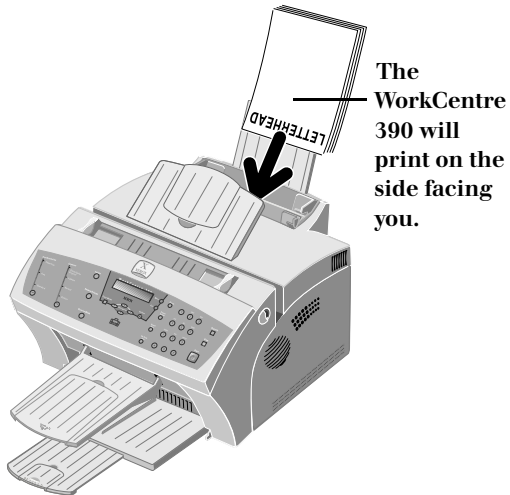


Note: If envelopes jam while printing, try reducing the number of envelopes in the Automatic Paper Feeder.



1

USING THE AUTOMATIC PAPER FEEDER



3

Load the print material in the Automatic Paper Feeder.

Do not exceed the rated capacity for each type of print material. Do not mix different types of print media. Refer to the following instructions for loading material.

- Load paper, letterhead, or transparencies with the print side facing you.
- Load envelopes with the flap side facing away from you. The end of the envelope with the stamp area must enter the Automatic Paper Feeder first.



Caution: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



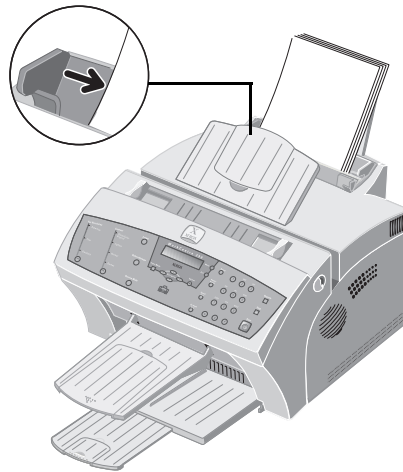
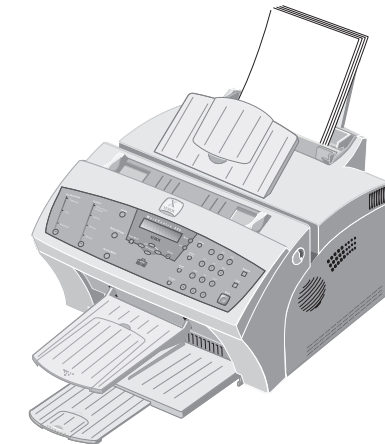
Note: Do not feed stamped envelopes. The stamp is shown in the previous illustration for reference only.

USING THE AUTOMATIC PAPER FEEDER

- Load letterhead paper with the design facing you. The top edge of the sheet with the logo should enter the printer first.

Adjust the paper guides to the width of the print media. Slide the paper guides until they lightly touch both sides of the print media. Do not tightly press the paper guides to the print media edges, as the guides may bend the media or provide too much resistance when feeding.

4

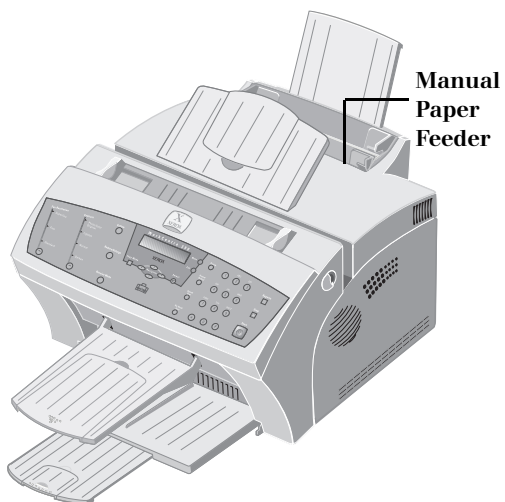


1



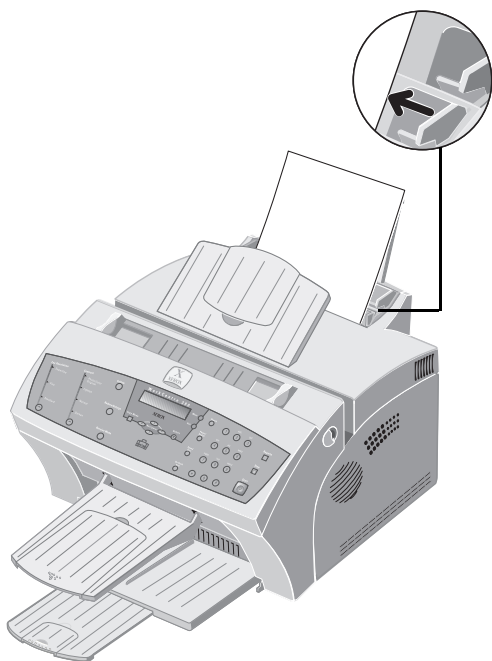
Note: When you print a file from your PC using the Automatic Paper Feeder, make sure that you select the correct paper source and paper size from your software application before starting your print job.

USING THE MANUAL PAPER FEEDER



Using the Manual Paper Feeder

Use the Manual Paper Feeder to feed paper **one sheet at a time** into your machine.



1

Place the paper in the Manual Paper Feeder and adjust the paper guides to the width of the print material. Slide the paper guides until they lightly touch the stack of print media. Do not tightly press the paper guides to the print media edges, as the guides may bend the media or provide too much resistance when feeding.



USING THE MANUAL PAPER FEEDER

Ensure that the media is fed into the machine as far as it will go.

2

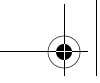


Note: When you print a file from your PC using the Manual Paper Feeder, make sure that you select the correct paper source and paper size from your software application before starting your print job.

Press the **Start**  button to start manual feeding of the media. If you have more than one page to print, press the **Start**  button for each page.

3

1





Chapter Two

MAKING A COPY

Making a Copy

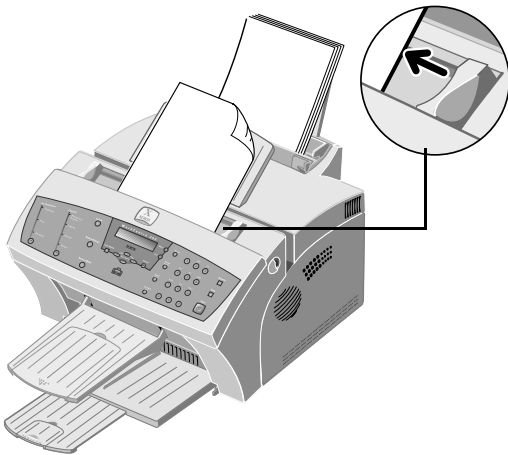
Your machine is a high quality copier which offers the following features:

- **Adjustable Contrast** - The contrast setting can be changed to obtain the best copy quality for documents containing faint markings, dark images, photographs or other halftone images.
- **Multiple copies** - 1 to 99 copies of the document can be made.
- **Reduce/Enlarge** - You can reduce or enlarge the size of a copied image from 50% to 200% in increments of 1%.

TO MAKE A QUICK COPY

- **Collation** - When the *Copy Collate* menu option is set to *On*, the machine sorts the copies. For example, if you print two copies of a three-page document, the machine prints one complete document (page 1, page 2, page 3) before printing a second copy (page 1, page 2, and page 3).

To Make A Quick Copy


**1**

Adjust the document guides to match the width of the document.

2

Slide the document face down into the Automatic Document Feeder until it is grasped and pulled into the machine.

3

If necessary, press the Contrast  button.

You may choose DARKEN, NORMAL, LIGHTEN or PHOTO/COLOR ORIGINAL.

4

Press the Copy Mode  button.

TO MAKE COPIES USING THE COPY MENU FEATURES

Using the Number keypad, enter the number of copies you wish to make. The default setting is 01 copy.

Press the **Start**  button.

The machine copies the document.

To Make Copies Using The Copy Menu Features

Adjust the document guides to match the width of the document.

Slide the document *face down* into the Automatic Document Feeder until it is grasped and pulled into the machine.

If necessary, press the **Contrast**  button.

You may choose DARKEN, NORMAL, LIGHTEN or PHOTO/COLOR ORIGINAL.

5



Note: When making copies, resolution is automatically set to Super Fine and cannot be changed.

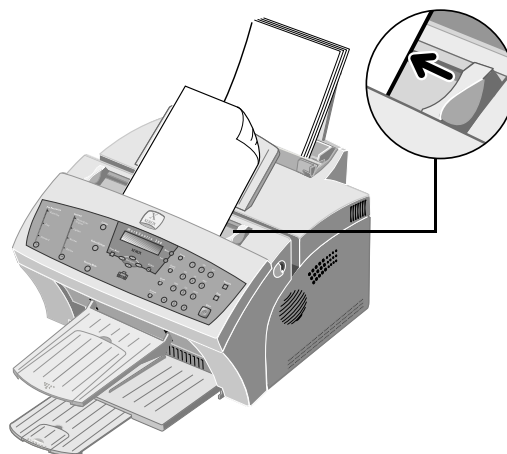
6

The Copy Collate menu is not available if you reduce or enlarge the image size. The Reduce/Enlarge menu is not available if you set the copy job to be collated.

1

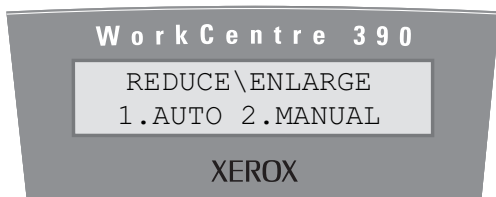
2

3




2


TO MAKE COPIES USING THE COPY MENU FEATURES





4

Press the **Copy Mode**  button to display the COPY menu. For two or more copies (2 to 99), enter the desired number using the Number Keypad.

5

Press the **Reduce/Enlarge**  button to reduce or enlarge the original document.


- Selecting **1. AUTO**, will cause the WorkCentre 390 to automatically reduce the copy size of each page to fit on a single page.
- Selecting **2. MANUAL**, brings up the COPY RATE menu, where you can manually adjust the copy image scale size settings.
- a) Press  to select **AUTO**. The machine prints the copy.
OR
- b) Press  to select **MANUAL**. The number in the right corner of the bottom line shows the current image percentage. To reduce or enlarge the image size, enter the percent value (50 to 200) using the Number keypad.

Press the **Select**  button to confirm

your settings, then press Start .




TO MAKE COPIES USING THE COPY MENU FEATURES

Press **Collate**  if you wish to collate copies.


6

When making multiple copies there are two collate options: ON and OFF.

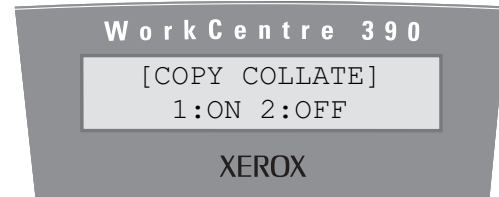
- Selecting **1:ON** will make 1 copy of page 1, 2, and 3 in order, then a second copy of 1, 2, and 3 until a total of n copies has been made.
- Selecting **2:OFF** will make n copies of page one, n copies of page two, and so on. These copy sets will all be stacked atop one another.

a) Press  to collate copies

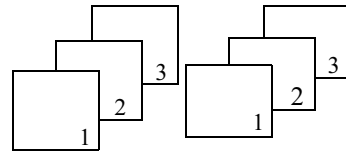
OR

b) Press  if you do not wish to collate copies.

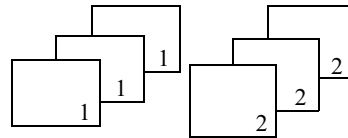
The machine starts automatically.



Collate On



Collate Off



2



Chapter Three

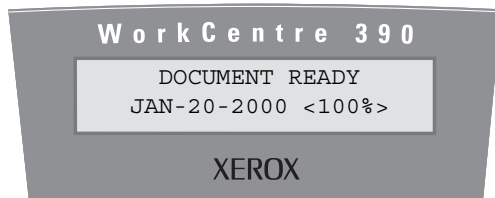
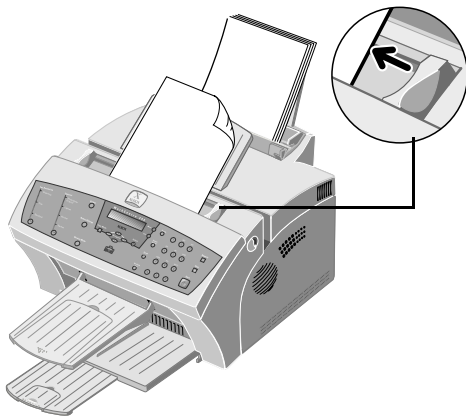
SENDING A FAX

Preparing Documents for Faxing

You can fax documents that are printed on standard letter, legal or A4 size paper. Follow these guidelines to prepare your documents.

- Remove all staples and paper clips before inserting the documents into the machine.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.
- Do not load multiple documents containing different sizes or weights of paper.

SENDING A FAX MANUALLY



Sending a Fax Manually



1

Adjust the document guides to match the width of the document. Slide the document face down into the Automatic Document Feeder until it is grasped and pulled into the machine.



2

The display alternately reads DOCUMENT READY and shows the remaining memory capacity. Up to 30 sheets may be inserted at a time.

3


If necessary, adjust the document resolution and contrast by repeatedly pressing the Contrast  and Resolution  buttons.

CANCELLING TRANSMISSION

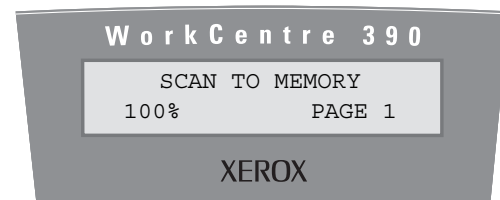
Using the Number keypad, enter the number of the fax machine to which you wish to send the document. If you make a mistake while entering a number, move the cursor under the incorrect digit by using the Right  or Left  buttons, and correct the number.

4




Press the **Start**  button when the number appears correctly in the display. The machine begins dialing.

5



3

Cancelling Transmission

Press the **Stop**  button repeatedly at any time during the transmission until the operation is stopped.

CONFIRMING TRANSMISSION

Confirming Transmission

A Message Confirmation report shows whether the transmission was successful and how many pages were sent.

When the last page of your document has been sent successfully, the machine beeps and returns to Standby mode.

To print a Message Confirmation report:

1

Press the **Reports**  button repeatedly until you find the MESSAGE CONFIRM item.

2

Press the **Start**  button to print.





Chapter Four

RECEIVING A FAX

Reception Modes

When used as a Stand Alone fax machine, your multi-function machine has five reception modes as described below:

- **FAX** The machine answers an incoming call and immediately goes into fax receive mode.
- **TEL/FAX** The machine answers the incoming call. If a fax signal is not detected, the WorkCentre 390 sounds a ringing tone to indicate a voice phone call. If the external phone is not lifted while the ringing tone is sounding, the machine will switch to automatic fax reception mode.



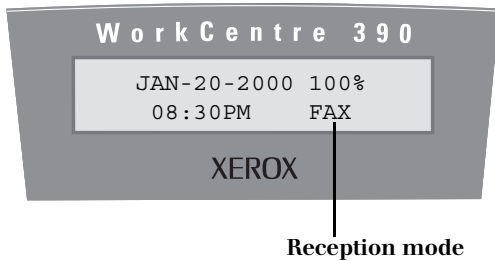
*Tip: If you seldom use the fax line for phone conversations, set the WorkCentre 390 to either **FAX** mode or **TEL/FAX** mode. In these modes, the WorkCentre 390 answers incoming calls and receives faxes automatically.*

DETERMINING THE RECEPTION MODE



*Note: To use the **ANS/FAX** mode, you must attach an answering machine to the **EXT. LINE** socket on your fax machine.*

- **ANS/FAX** If the WorkCentre 390 senses a fax tone, it automatically switches to fax reception mode. However, if a fax is not sensed, the WorkCentre 390 routes the call to the answering machine.
- **TEL** In TEL mode, automatic fax reception is turned off. You can receive a fax only by manually picking up the external phone to accept the call and pressing Start to receive the fax.
- **Distinctive Ring Pattern Detection (DRPD)** This mode requires the machine to "learn" the ring pattern you designate to answer the fax.



Determining the Reception Mode


The current reception mode is displayed in the bottom line of the LCD display window.



Note: During PC file printing, an incoming fax will be received and stored in memory. If you are printing a large PC file, it is recommended that you stop PC file printing while receiving a fax to maximize memory space for the incoming fax.

RECEIVING AUTOMATICALLY IN FAX MODE

Receiving Automatically in FAX Mode

Press the **Receive Mode**  button until the display indicates FAX.

1



*Note: If Distinctive Ring Pattern Detection (DRPD) Mode is selected, you must first set **DRPD Mode** to **OFF** in the **SYSTEM DATA** menu (Menu 01).*

When a fax call comes in, the machine answers on the selected ring count and receives it automatically.

2

4

RECEIVING MANUALLY IN TEL MODE




Note: If the machine is in TEL mode, and an answering machine is connected to the machine, turn off the answering machine. This will prevent the answering machine's outgoing message from interrupting your phone conversation.

*The characters *9* (star-nine-star) are preset at the factory as the default remote receive start code for machines with extension phones. The asterisks in the code are fixed characters, but the number can be changed. For more information, see Selectable Options in your electronic User Guide.*

Receiving Manually in TEL Mode

If you have a regular phone connected to the EXT. LINE jack on the back of the machine, you can answer voice phone calls and receive faxes manually.


1

Press the **Receive Mode**  button until the display indicates TEL.

2

Answer an incoming call by picking up the receiver.

3

If you hear a fax tone, or if the person calling asks you to receive a fax, press the **Start**  button on the machine.

If the machine is equipped with an extension phone, you may also press the characters *9* (star-nine-star) on the extension telephone to initiate reception.


4

Replace the handset. The machine begins receiving and returns to Standby mode when reception is complete.

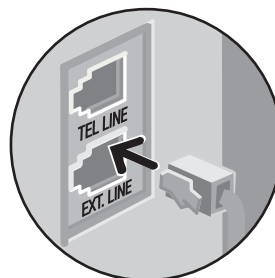
RECEIVING AUTOMATICALLY IN ANS/FAX MODE

Receiving Automatically in ANS/FAX Mode

To use this mode, you must attach an answering machine to the EXT. LINE jack on the back of your machine.

Press the **Receive Mode**  button until the display indicates ANS/FAX. Any incoming voice calls will be answered by the answering machine. The caller can then leave a message on the answering machine.

If a fax tone is detected on the line, the fax receive mode is automatically activated.

**1**

Note: If DRPD Mode is selected, you must first set DRPD Mode to OFF in the SYSTEM DATA menu (Menu 01).

If you set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to the Xerox WorkCentre 390, the machine will automatically go into fax receive mode after six rings.

If your answering machine has a user-selectable ring counter, set it to answer incoming calls after one ring.

2**4**

DISTINCTIVE RING PATTERN DETECTION (DRPD)

Distinctive Ring Pattern Detection (DRPD)

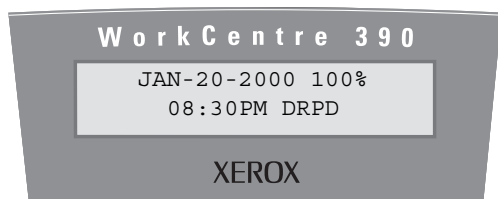
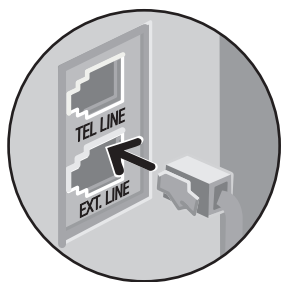
Distinctive Ring is a telephone company service which enables the use of a single telephone line to answer several different telephone numbers. The number used to call a phone with this feature is identified by a distinctive ringing pattern consisting of various combinations of long and short ringing tones.

This feature is often used by answering services that answer telephones for many different clients and need to know which number is being called by the ringing pattern of the phone.

Using the Distinctive Ring Pattern Detection feature (DRPD), this machine "learns" the ring pattern you designate to answer the fax.

Unless changed, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the telephone or answering machine plugged into the EXT. LINE jack. You can easily suspend or change Distinctive Ring Pattern Detection at any time. See *Selectable Options* in the electronic User Guide.

With the DRPD feature active, DRPD appears in the display and the previously set reception mode is ignored. If you turn DRPD off, the machine returns to any previously set reception mode.





Chapter Five

HOW TO PRINT AND SCAN

Printing A Document

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application documentation for the exact printing procedure.

PRINTING A DOCUMENT



Note: These steps describe the typical process to print from a Windows environment.

Printing A Document

1

Make sure that your machine is properly connected to the computer.

2

Verify that you have installed the print driver software for your machine. See *Installing Software* in the electronic User Guide.

3

Create or open the document that you want to print.

4

Choose **Print** or **Print Setup** from the File menu. Make sure the Xerox WorkCentre 390 is selected as your default printer.

5

Click on the **Properties** or **Setup** button if you want to make any adjustments that are appropriate for printing your document.

PRINTING A DOCUMENT

Click on **OK** to close the **Properties** dialog box.

6

After making any necessary changes to the printing parameters, click on **OK** to start the print job.

7

5

SCANNING A DOCUMENT



Note: To install the WorkCentre 390 TWAIN Scanner application, refer to Installing Software in the Getting Started section of the electronic User Guide.

Scanning A Document

To use the WC 390 as a scanner, the following are required:

- WorkCentre 390 TWAIN Scanner application installed on the workstation connected to the WC 390.
- A TWAIN-compliant image-editing software application (for example, ScanSoft Pagis, TextBridge, or Adobe Photoshop).

The WorkCentre 390 TWAIN Scanner window will be displayed when you choose the WC 390 to scan documents or photographs from the TWAIN-compliant image-editing application.

1

Start/Open the desired image-editing application. If you are using Pagis Pro (supplied with the WorkCentre 390), then select **Start > Programs > Pagis Pro 2.0> Pagis Scan Tool**. If you do not have Pagis Pro, select your image-editing application instead.

2

Follow the instructions in the image-editing application.

3

In addition, refer to the electronic User Guide, Pagis Pro documentation, or TWAIN-compliant software and its documentation for more information on how to scan.



Chapter Six

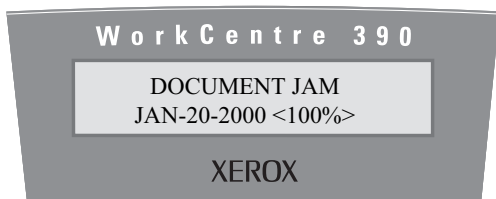
TROUBLESHOOTING

This section describes Troubleshooting for the following areas:

- Clearing Jams
- LCD Display Error Messages
- Print Quality Problems

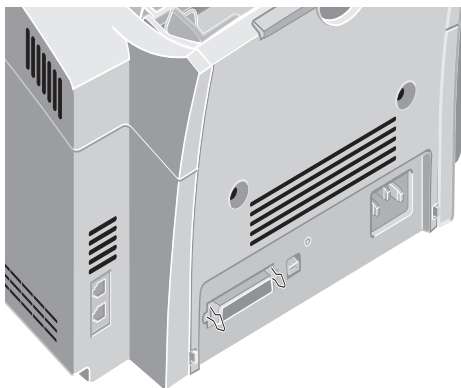
Refer to the specific subsection for a description of the problem and associated solutions.

CLEARING JAMS



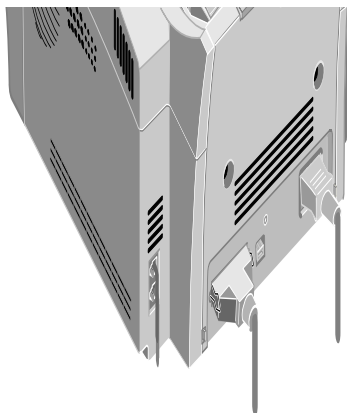
Clearing Jams

If a document jams while you are sending it, DOCUMENT JAM appears in the display. Do not pull the document out of the slot or you may damage your machine.



1

Open the control panel by pulling lightly on the Control Panel cover.



2

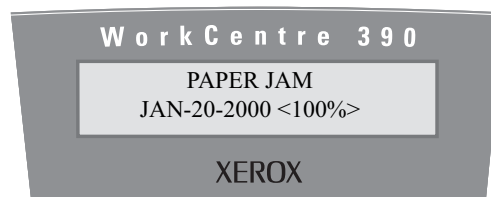
Carefully remove the jammed document. Close the control panel firmly until it clicks into place.

By carefully selecting paper type and loading paper properly, you should be able to avoid most paper jams. If paper jams occur, an error message appears in the display. To avoid tearing paper, pull the jammed paper out gently and slowly.

PAPER JAMS IN THE PAPER FEED AREA

Paper Jams in the Paper Feed Area

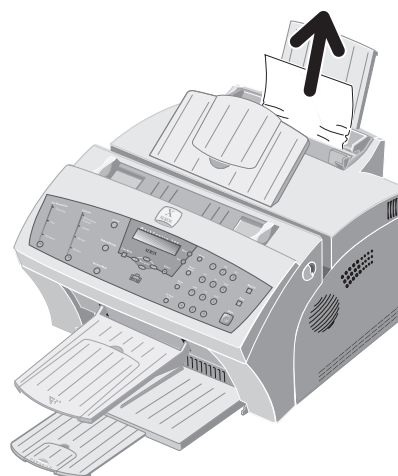
If a paper jam occurs while you are making a copy or receiving a FAX, PAPER JAM appears in the LCD display.

1

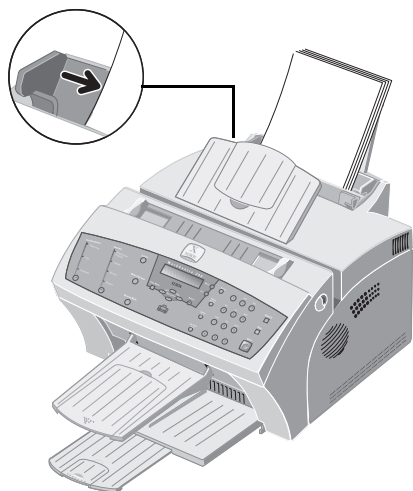
Remove the stack of copy paper (if necessary).

2

Remove the jammed paper by carefully pulling it straight up **using both hands**.

3**6**

PAPER JAMS IN THE PAPER FEED AREA



4

After you remove the jammed paper, reload the stack of copy paper back into the Automatic Paper Feeder with the print side facing you. Adjust the paper guides to match the width of the paper.

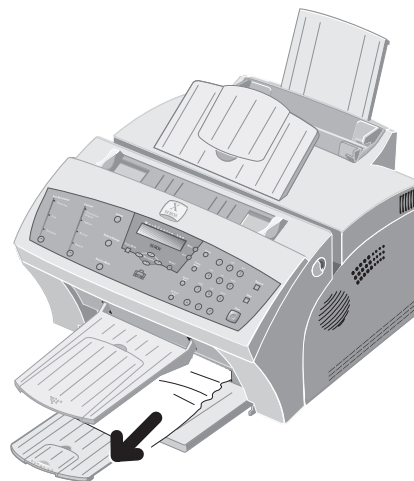
PAPER JAMS IN THE PRINTER OUTPUT AREA

Paper Jams in the Printer Output Area

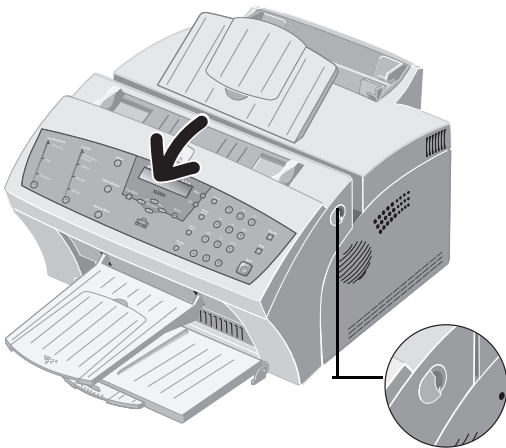
If the paper jams as it exits to the printer exit tray and most of the paper is visible, pull the paper straight out **using both hands**.



*Caution: If there is resistance when you pull the paper, and it does not move easily when you pull, stop pulling. Continue with the next section, *Paper Jams Inside the Machine*.*



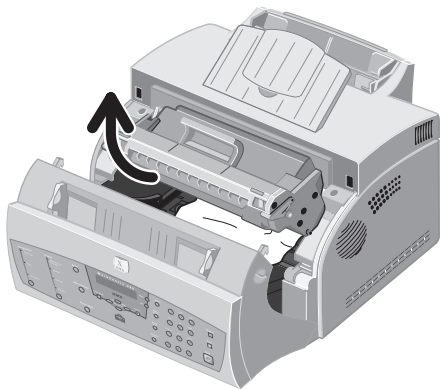
PAPER JAMS INSIDE THE MACHINE



1

Paper Jams Inside the Machine

Pull the cover release buttons toward you to open the cover.



2

Remove the Laser Printer Cartridge by lifting it carefully by the handle.

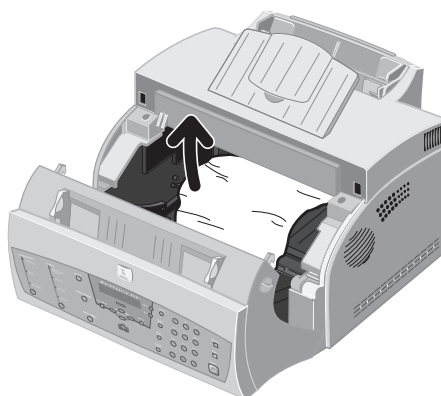


Warning: *The Fuser is hot. Use caution when removing the jammed paper.*

PAPER JAMS INSIDE THE MACHINE

Using both hands, gently pull the paper toward you.

3



Check that there is no other paper jammed inside the printer.

4

Reinstall the Laser Printer Cartridge.

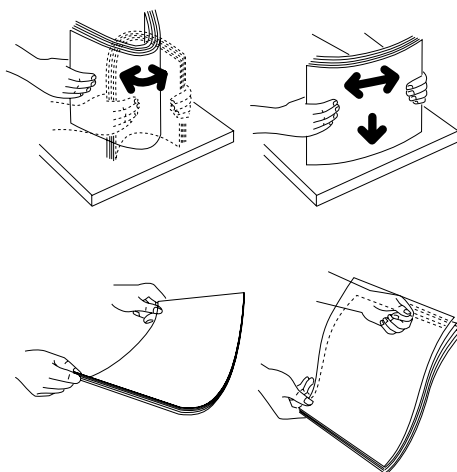
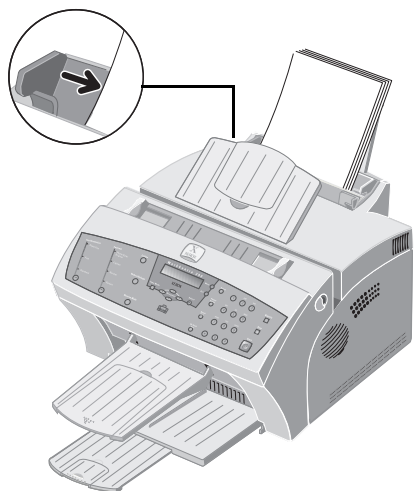
5

Close the front cover.

6

6

TIPS FOR AVOIDING PAPER JAMS



Tips for Avoiding Paper Jams

- By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in *Clearing Jams* in the electronic User Guide. If jams occur frequently, make sure that you are following these tips to avoid jams.
- Follow the procedures in *Loading Paper* in the electronic User Guide to load paper properly. Make sure the adjustable paper guides are positioned correctly.
- Do not overload the paper. Never exceed the maximum capacity of 150 sheets of paper in the Automatic Paper Feeder.
- Flex, fan, and straighten paper before loading it.
- Do not load wrinkled, creased, damp, or highly curled paper.
- Do not mix paper types.
- Use only recommended print paper.
- Ensure that the recommended print side is facing up when loading paper into the feeder.
- Store print materials in an acceptable environment.

LCD DISPLAY ERROR MESSAGES

LCD Display Error Messages

LCD Display	Meaning	Solution
RETRY REDIAL?	The machine is waiting for the programmed interval to automatically redial a previously busy station.	You can press Start to immediately redial, or Stop to cancel the redial operation.
COMM. ERROR	There is a fax communications problem.	Try faxing again.
INCOMPATIBLE	Remote machine did not have the requested feature, such as Polling. The remote machine has insufficient memory to complete the operation you are attempting.	Confirm the features of the remote party's machine.
DOCUMENT JAM	The document jammed in the paper feeder.	Refer to <i>Clearing Jams</i> in the beginning of this chapter for instructions on how to remove any paper jammed in this area.
DOOR OPEN OR NO TONER	The cover is not securely latched, or the Laser Printer Cartridge is not installed.	Press down on the cover until it clicks in place, or install the Laser Printer Cartridge. Refer to page 7.6.

LCD DISPLAY ERROR MESSAGES

LCD Display	Meaning	Solution
GROUP NOT AVAILABLE	You have tried to select a group location where only a single location number can be used.	Group Location Feature is not available.
LINE ERROR	Your machine cannot connect with the remote site, or it has lost contact because of a problem on the phone line.	Try again. If the failure persists, wait an hour or so for the line to clear, then try again. Turn on ECM mode. See <i>User Options</i> in the electronic User Guide.
LOAD DOCUMENT	You have attempted to set up a sending operation without loading a document.	Load a document and try again.
MEMORY FULL!	The machine's memory is full.	Delete unnecessary documents. Retransmit after more memory becomes available. Split the transmission into more than one operation.
NO ANSWER!	The remote machine has not answered and all redial attempts have been made.	Try again. Make sure the remote machine is operational.

LCD DISPLAY ERROR MESSAGES

LCD Display	Meaning	Solution
NO. NOT ASSIGNED	The Speed Dial location you tried to use has no number assigned to it.	Assign the number to a Speed Dial button and try again. Refer to the Install Guide or electronic User Guide for more information
NO PAPER	The paper feed tray is empty.	Ensure that at least 10 sheets are loaded unless using the manual paper feeder. Reload the paper, making sure that it is not damp, and that paper edges are straight and undamaged.
OVERHEAT	The machine overheated.	Wait until it cools down. If you cannot solve the problem, please call Xerox Service.
PAPER JAM 0	Paper jammed in paper feed area.	Press the Stop button and clear the jam. Refer to <i>Clearing Jams</i> on page 6.2.
PAPER JAM 1	Paper jammed inside the unit.	Clear the jam. Refer to <i>Clearing Jams</i> on page 6.2. Make sure that the paper edges are not damaged.

LCD DISPLAY ERROR MESSAGES

LCD Display	Meaning	Solution
PAPER JAM 2	The jammed paper is still inside the unit.	Clear the jam. Make sure that the paper edges are not damaged. Ensure that the exit guides are latched on both sides. Refer to <i>Clearing Jams</i> on page 6.2.
POLLING ERROR	The remote fax machine you want to poll is not ready to respond to your poll. When setting up to poll another fax machine, you have used an incorrect poll code.	The remote operator should know in advance that you are polling and have their fax unit loaded with the original document. Enter the correct poll code.
POWER FAILURE	A power failure occurred.	If there are documents stored in memory, a Power Failure Report will be printed automatically when the power is restored.
WARMING UP PLEASE WAIT	The machine is warming up and is not ready.	Wait until the machine is ready (Standby).

PRINT QUALITY PROBLEMS

Print Quality Problems

Symptom	Cause and Solution
The page is white or the printout is too light to read.	Toner is low or empty. Refer to <i>Replacing the Laser Printer Cartridge</i> in the electronic User Guide. Ensure that the sealing tape is removed from the cartridge. Refer to the <i>Install Guide</i> .
Irregular faded patches of print appear.	There is a paper quality problem. Use only paper that meets the specifications required by the printer. Toner may be unevenly distributed. Remove the Laser Printer Cartridge and shake it gently to evenly distribute the toner. Re-install the image cartridge. Ensure that the sealing tape is removed from the cartridge. Refer to the <i>Install Guide</i> .
Black staining on prints.	There is a paper quality problem. Use only paper that meets printer specifications. A Laser Printer Cartridge from another Xerox printer has been installed. Always use the same Laser Printer Cartridge with the same printer. Using a cartridge that has already been used in another printer may not give satisfactory results.
Black streaks or ghost images on printouts.	Clean the drum. Refer to <i>Cleaning the Drum</i> on page 7.9.
Character voids.	The paper may be too dry. Try printing with a different batch of paper. Always store paper in its original sealed package.

PRINT QUALITY PROBLEMS

Symptom	Cause and Solution
Background scatter on printed pages.	<p>The paper may be too damp. Try printing with a different batch of paper. Always store paper in its original sealed package. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.</p> <p>You may be printing on uneven surfaces. If printing envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side.</p>
Missing characters.	<p>The paper may be too damp. Try printing with a different batch of paper. Always store paper in its original sealed package. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.</p>
Back of printout is dirty.	<p>The transfer roller may be dirty. Print a few blank pages to clean the transfer roller.</p>
Faded graphics.	<p>Toner may be low. Remove the Laser Printer Cartridge and shake it gently to evenly distribute the toner. Reinstall the Laser Printer Cartridge. Replace the Laser Printer Cartridge. Have a spare Laser Printer Cartridge ready to replace the empty one.</p>
Vertical streaks	<p>Perform shading adjustment. See <i>Adjust Shading</i> in the electronic User Guide.</p>



Chapter Seven

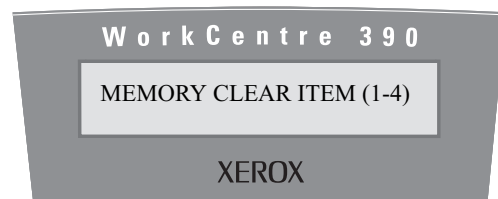
MAINTENANCE

Clearing Memory

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

Press the **Menu** button. Then press **0** and **5**.

The MEMORY CLEAR ITEM appears on the display. Use the **Up** and **Down** buttons to scroll through the list of options.



1**7**

MEMORY CLEAR ITEMS

Memory Clear Items

SYSTEM ID	The System ID number and name are cleared from the machine's memory.
SYSTEM DATA	Restores user-selectable options to the default value.
PHONEBK/ MEMORY	Clears the Speed Dial, or Group Dial numbers stored in memory. All the Scheduled Job operations you have reserved are also canceled.
TX-RX JOURNAL	Clears all records of transmissions and receptions.

2


Select the memory item you want to clear by pressing the **Up**  or **Down**  button repeatedly until the item to be cleared is blinking.


3


Press the **Start**  button.

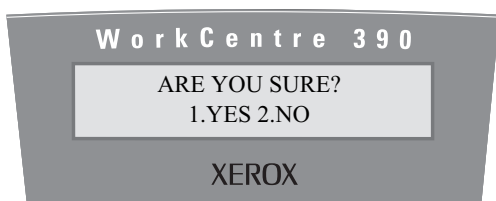
ARE YOU SURE? appears in the LCD display.

4

Press **1**  to confirm, then press the **Start**

 button. The selected memory is cleared.

Press **2**  to return the machine to **Standby**.



CLEANING THE DOCUMENT SCANNER

Cleaning the Document Scanner

To keep your machine working properly, occasionally clean the white roller, Automatic Document Feeder (ADF) rubber, and the scanning glass. If they are dirty, documents sent to another fax machine may not be clear.

Open the Control Panel by pulling lightly on the Control Panel Cover assembly.

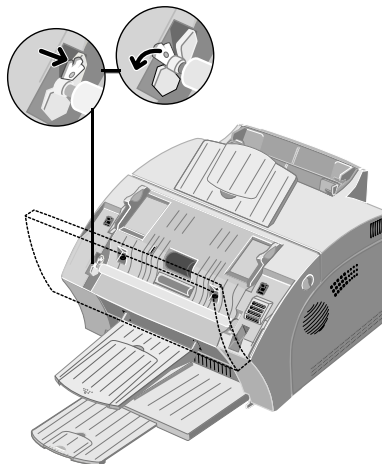
1



Disassemble the white roller as follows:

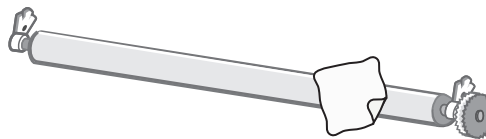
- Both ends of the white roller have plastic bushings that are used to secure the roller in the machine. Pull the two bushings slightly inward.
- Rotate the bushings until they reach a vertical position.
- Pull the roller upward and out of the machine.

2



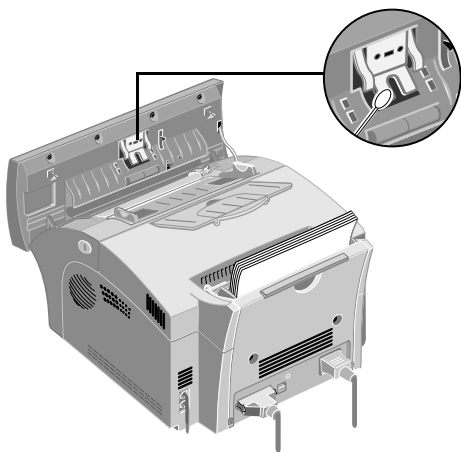
Wipe the roller surface with a soft cloth dampened with water.

3



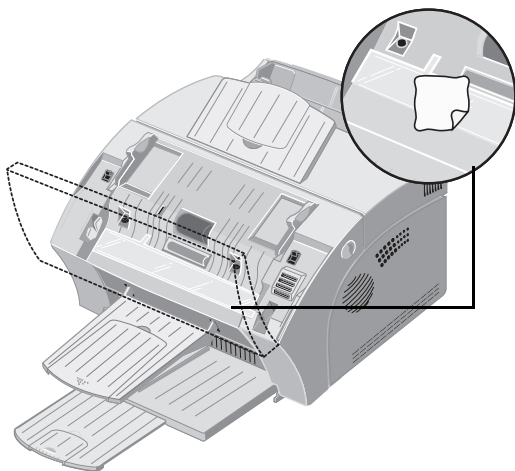
7

CLEANING THE DOCUMENT SCANNER



4

Using a cotton swab or a soft dry cloth, clean the ADF rubber piece.



5

Carefully wipe the scanning glass with a soft, dry cloth. If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry cloth. Be very careful not to scratch the glass surface.

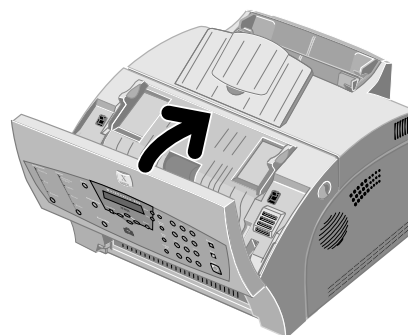
6

Replace the roller by performing steps one and two in reverse order.

CLEANING THE DOCUMENT SCANNER

Close the control panel firmly until it clicks into place.

7

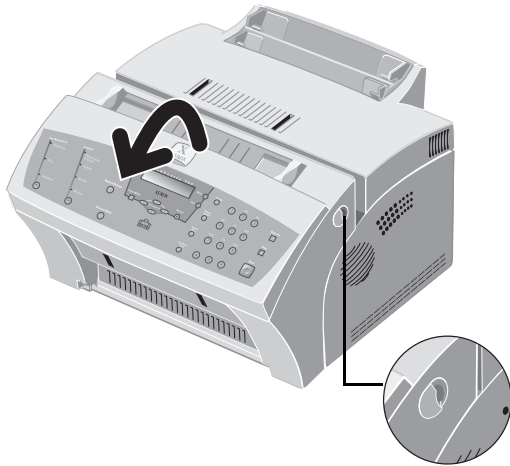


Perform shading adjustment. See *Adjust Shading* in the electronic User Guide.

8

7

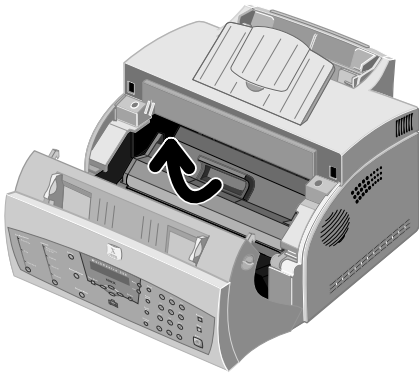
REPLACING THE LASER PRINTER CARTRIDGE



1

Replacing the Laser Printer Cartridge

Pull the cover release buttons toward you to open the cover.



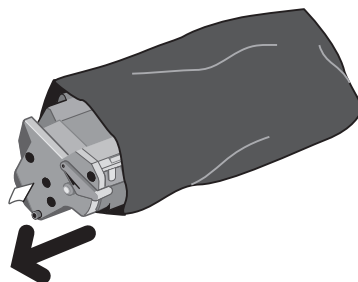
2

Remove the empty Laser Printer Cartridge by lifting it carefully by the handle. Follow the instructions printed on the cartridge box to recycle the used cartridge.

REPLACING THE LASER PRINTER CARTRIDGE

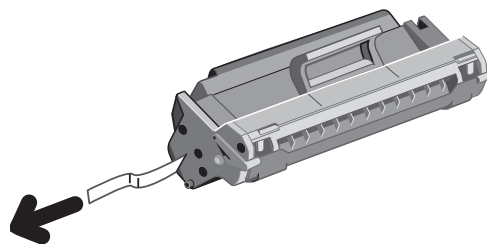
Unwrap a new Laser Printer Cartridge.

3



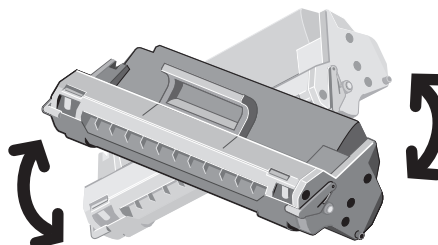
Carefully remove the sealing tape.

4



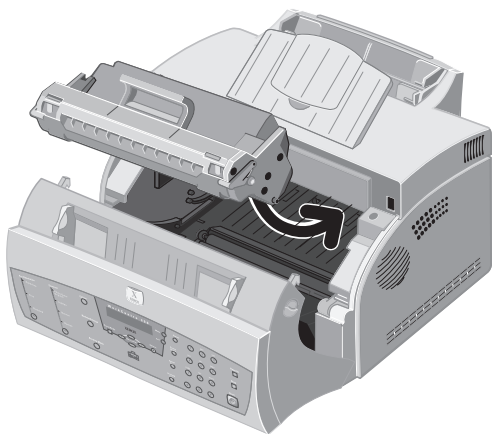
Shake the Laser Print Cartridge as shown five or six times, then from side to side, to distribute the toner evenly.

5



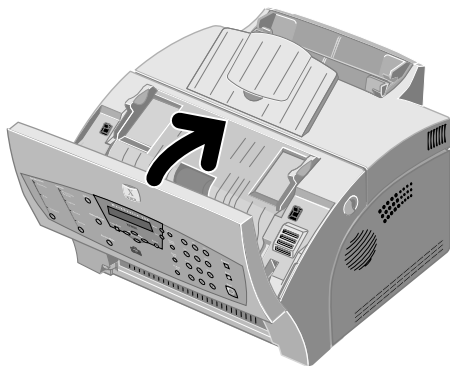
7

REPLACING THE LASER PRINTER CARTRIDGE



6

Locate the cartridge slots inside the printer, one on each side. Grasp the handle; slide the Laser Printer Cartridge down between the cartridge slots until it drops into place.




7

Close the cover firmly. Ensure that both side buttons have clicked into place.

CLEANING THE DRUM

Cleaning the Drum

If print output quality decreases due to the presence of black streaks or ghost images appearing on printouts, drum cleaning should be performed as an attempt to rectify the problem.

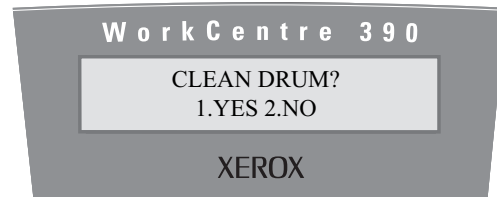
Press the Menu  button.


1

Enter  

2

CLEAN DRUM ? appears in the LCD display.



Press the START  button. The LCD display shows drum cleaning is underway.

3

- The WorkCentre 390 outputs a single sheet of paper containing any excess toner removed from the drum.



INDEX



Index

USER GUIDE

This is a comprehensive index that incorporates all three manuals – the UG, the EUG, and the IG. Each entry lists the manual in which you will find the required information.

The EUG was provided to you on your WorkCentre 390 CD-ROM. To access the EUG from your computer, begin at the **Start** menu:

Start → Programs → Xerox WorkCentre 390 → e-UG

For a quick review of where you can locate information, refer to *Where Do I Find It* in the beginning of this manual.

INDEX

256 Colors, EUG

A

A Standby Operation, EUG
 About Tab, EUG
 AC Power Cord, IG 1.2, 1.4
 How to Connect to Computer,
 IG 1.4
 AC Power Cord, EUG
 Adding Documents to a Standby Operation,
 EUG
 Adding Documents to the Job to be Polled,
 EUG
 ADF, EUG
 Adjust Shading, EUG
 Adjustable Contrast, EUG
 Adjusting Paper Guides, UG 1.13
 Adjusting Speaker Volume, EUG
 Advanced Selection, EUG
 Level Adjustment, EUG
 Tonal Map, EUG
 Always Expand, EUG
 ANS/FAX Mode, EUG
 Answer on Ring, EUG
 Application Features, EUG
 Installation, EUG
 Phonebook, EUG
 Receiving Faxes with, EUG
 Troubleshooting, EUG
 Attach... Button, EUG
 Auto Journal, EUG
 Automatic Document Feeder, EUG
 Automatic Paper Feeder, EUG
 Automatic Redial, EUG
 Avoiding Paper Jams, UG 6.8

B

Basic Tab, EUG
 256 Colors, EUG
 Descreen, EUG
 Gray 256 Scales, EUG
 Halftone B/W, EUG
 Image Type, EUG
 Lineart BIW, EUG
 Reduce/Enlarge, EUG
 Resolution, EUG
 True Color RGB, EUG
 Being Polled By a Remote Machine, EUG
 Blinking Cursor, UG 1.9
 Blur, EUG
 Blur More, EUG
 Buttons, EUG
 Attach..., EUG
 Collate, EUG
 Contrast, EUG
 Copy Mode, EUG
 Exit, EUG
 Fax Resolution, EUG
 Go, EUG
 Information, EUG
 Keep, EUG
 Keep..., EUG
 Menu, EUG
 Navigator, EUG
 Number, EUG
 On-Hook Dial, EUG
 Pause/Redial, EUG
 Phonebook, EUG
 Prescan, EUG
 Print, EUG
 QuickFax, EUG
 Receive Mode, EUG
 Reduce/Enlarge, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Reports, EUG
Route, EUG
Scan, EUG
Search, EUG
Select, EUG
Send Options, EUG
Start, EUG
Stop, EUG
Stop/Hold, EUG
Up, Down, Left, Right, EUG
Viewer, EUG
Waste, EUG

C

Canadian Certification, EUG
Canceling, EUG
 A Job Already in Memory Which is
 Waiting to be Polled, EUG
 A Standby Operation, EUG
 Transmission, EUG
Cartridge, IG 1.2, 1.5
 How to Install Laser Printer Cartridge,
 IG 1.5
CD-ROM (CD), IG iv, 1.1
 Contents of, IG 1.11
 Software Installation, IG 1.11
Centronics, EUG
Certification to 1999/5/EC Radio
 Equipment & Telecommunications
 Terminal Equipment Directive, EUG
Changing Printer Settings, EUG
 In Windows 2000, EUG
 In Windows 95/98, EUG
 In Windows NT 4.0, EUG
Cleaning, EUG
 The Document Scanner, EUG
 The Drum, EUG
 Cleaning the Document Scanner, UG 7.3
Clearing Document Jams, UG 6.9
Clearing Jams, UG 6.2, 6.9
Clearing Memory, EUG
Clock Mode, EUG
Collate Button, UG 1.4
Collate Button, EUG
Collation, UG 2.2, 2.5
Collation, EUG
Color Channel, EUG
Confirming Fax Transmission, UG 3.4
Confirming Transmission, EUG
Contrast, EUG
Contrast Button, UG 1.5
Contrast Button, EUG
Contrast, Adjusting the, UG 2.1
Control Locations and Functions, EUG
 Front View, EUG
 Inside, EUG
 Rear View, EUG
Control Locations and Functions, UG 1.1,
 1.4
 Control Panel, Using, UG 1.4
Control Panel, EUG
 Collate Button, EUG
 Contrast Copy Mode Button, EUG
 Exit Button, EUG
 Fax Resolution Button, EUG
 LCD Display, EUG
 Menu Button, EUG
 Navigator Buttons, EUG
 Number Keypad, EUG
 On-Hook Dial Button, EUG
 Pause/Redial Button, EUG
 Receive Mode Button, EUG
 Reduce/Enlarge Button, EUG
 Reports Button, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Search Button, EUG
 Select Button, EUG
 Speed Dial Button, EUG
 Start Button, EUG
 Stop Button, EUG
 Up, Down, Left, Right Buttons, EUG
 Copy Button, UG 1.5
 Copy Menu Features, EUG
 Copy Mode Button, EUG
 Copy Resolution, UG 2.3
 Copying, IG 2.2-3
 Collating and Sorting Copies, IG 2.3
 How to make a copy, IG 2.2-3
 Using Contrast, IG 2.3
 Using Number Keypad, IG 1.8, 1.10, 2.3

 Using the Automatic Feeder, IG 2.2
 Copying, EUG
 Cover, IG 1.5, 1.6
 Cover Release Buttons, IG 1.5
 Cover Release Buttons, EUG
 Cover Sheet Options, EUG

D

Data Coupler Information, EUG
 Delayed Transmission, EUG
 Delete Button (see *Search Button*), UG 1.6
 Deleting, EUG
 Descreen, EUG
 Determining the Reception Mode, EUG
 Dial Button, UG 1.6
 Dial Mode, EUG
 Discard Size, EUG
 Display, LCD, UG 1.4
 Distinctive Ring Pattern Detection
 (DRPD), UG 4.6

Distinctive Ring Pattern Detection
 (DRPD), EUG
 Document, EUG
 Exit Tray, EUG
 Guides, EUG
 Input Tray, EUG
 Resolution, EUG
 Scanner, EUG
 Tray, EUG
 Document Guides (Paper Guides), IG 1.7,
 2.2, 2.4
 dpi, EUG
 Drivers, EUG
 DRPD (Distinctive Ring Pattern
 Detection), EUG
 Drum, EUG
 Dual, EUG
 Dual Job, EUG

E

ECM Mode, EUG
 Econo Mode, EUG
 Econo Mode Setting, EUG
 Editing Group Numbers, EUG
 Editing Numbers or Names, EUG
 Electricity at Work Regulation, EUG
 EUG (E-UG), IG iv, 1.1
 Accessing, IG iv, 1.11
 Contents of, IG iv, 1.1
 More Information on, IG 2.8
 Paper Guidelines, IG 1.7
 Print Media Specifications, IG 1.7
 Setting the Clock Mode, IG 1.9
 System Setup, IG 1.9
 Using Copy, Fax, Print and Scan Mode,
 IG 2.1, 2.6

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Entering Alphanumeric Characters, UG
1.8-9

Entering Alphanumeric Characters, EUG

Entering Numbers, EUG

Erasing Last Fax Data, EUG

Error Messages, UG 6.9-12

Exit, EUG

Exit Button, UG 1.5

Exit Button, EUG

EXT. LINE, EUG

Extension Phone, EUG

Extension Tray, UG 1.10

F

Fax Conversion Dialog Advanced Features,
EUG

Fax Mode, EUG

Fax Resolution, EUG

Fax Resolution Button, EUG

Faxing, IG 2.4-5

Canceling a Fax Transmission, IG 2.5

Changing the Fax Receive Mode, IG 2.6

Entering Fax Number, IG 2.5

EXT. Line Jack, IG 1.4

Fax Receive Modes, IG 2.6

ANS/FAX Mode, IG 2.6

FAX Mode, IG 2.6

TEL Mode, IG 2.6

Printing a Fax Confirmation, IG 2.5

Message Confirm, IG 2.5

Receiving a Fax, IG 2.6

Reception Mode, IG 2.6

Sending a Fax manually, IG 2.4-5

Standby Mode, IG 2.5

Using Contrast and Resolution,
IG 2.5

Faxing, Automatically, UG 4.3

Automatically in ANS/FAX Mode,
UG 4.5

Canceling Transmission, UG 3.4

Confirming Transmission, UG 3.4

Manual Sending, UG 3.2

Manually in TEL mode, UG 4.4

Preparing Documents, UG 3.1

Receiving, UG 3.1

Faxing, EUG

FCC, EUG

FCC Regulations, EUG

Feeding Single Print Media, UG 1.14

File Size Indicator, EUG

Filter, EUG

Filters Tab, EUG

Flip Image, EUG

Invert Image, EUG

Rotate Image, EUG

Flip Image, EUG

Forced Memory, EUG

Frame Tool, EUG

G

Glossary, EUG

Go Button, EUG

Gray 256 Scales, EUG

Group Dialing, EUG

Grouping Copies, UG 2.5

H

H. Reduction (Horizontal), EUG

Halftone B/W, EUG

Handset, IG 1.2, 1.4

Highlight, EUG

Home Contrast, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Home Resolution, EUG
Home Resolution and Home Contrast, EUG

I

IC, EUG
IEEE Standard 1284 Specifications, IG 1.4
Image Control Tools, EUG
 File Size Indicator, EUG
 Frame Tool, EUG
 Prescan Button, EUG
 Scan Button, EUG
 Width and Height Indicators, EUG
 Zoom In and Out Tools, EUG
Image Control Tools, EUG
Image Quality, EUG
 Advanced Selection, EUG
 Color Channel, EUG
 Filter, EUG
 Highlight, EUG
 Level Adjustment, EUG
 Midtone, EUG
 Shadow, EUG
 Tonal Map, EUG
Image Quality Tab (printing), EUG
 Windows 95/98, EUG
 Windows NT 4.0, Windows 2000, EUG
Image Quality Tab (scanning), EUG
Image Type, EUG
Index, EUG
Index, UG 8.1
Information, EUG
Information Button, EUG
Install for PC Printing, Scanning and
 Faxing, IG 1.11
Installing Software, EUG
Installing the Laser Printer Cartridge, EUG
Introduction, EUG

Invert Image, EUG
ips, EUG

J

Jams, UG 6.2
 Avoiding, UG 6.8

K

Keep, EUG
Keep Button, EUG
Keep..., EUG
Keep... Button, EUG
Keypad Character Assignments, EUG

L

Landscape, EUG
Laser Printer Cartridge, EUG
LaserFAX, EUG
 Application Features, EUG
 Installation, EUG
 Phonebook, EUG
 Receiving Faxes with, EUG
 Troubleshooting, EUG
LaserFAX Application Toolbar Features,
 EUG
LaserFAX Lite, EUG
Last Fax Data, EUG
 Erasing from Memory, EUG
 Printing, EUG
 Reprint, EUG
LCD, EUG
LCD Display, IG 1.8-10, 2.2-6
LCD Display, UG 1.4
Display Error Messages, UG 6.9-12
LCD Display, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Level Adjustment, EUG
 Lineart B/W, EUG
 Loading Envelopes, UG 1.11-12
 Loading Paper, EUG
 Using the Automatic Paper Feeder,
 EUG
 Using the Manual Paper Feeder, EUG
 Loading Transparencies, UG 1.10-12
 Local ID, EUG
 Location, EUG
 LPT1, EUG

M

Maintenance, IG 1.1
 Maintenance, EUG
 Making a Copy, UG 2.1
 Making a Copy, EUG
 Making a Quick Copy, EUG
 Making Multiple Copies, UG 2.1, 2.5
 Manual Faxing, EUG
 Manual Paper Feeder, UG 1.14
 Manual Paper Feeder, EUG
 MB, EUG
 Memory, EUG
 Clearing, EUG
 Memory Clear Items, UG 7.2
 Memory Transmission, EUG
 Menu Button, UG 1.5
 Menu Button, EUG
 Message, EUG
 Message Conf., EUG
 Midtone, EUG
 mm, EUG
 MMDDYY, EUG
 Moving the Cursor, UG 1.9
 Multi-Address Transmission, EUG

Multiple Copies, EUG

N

Navigation Controls, IG 1.8
 Navigator Buttons, EUG
 No Filter, EUG
 Number Keypad, IG 1.8-10, 2.3, 2.5
 Number Keypad, UG 1.4, 1.7-8
 Number Keypad, EUG

O

On/Off Line, EUG
 On-Hook Dial, EUG
 On-Hook Dial Button, UG 1.6
 On-Hook Dial Button, EUG
 OS, EUG

P

Pagis Pro, EUG
 Paper Guidelines, UG 1.14
 Paper Guidelines, EUG
 Paper Guides, UG 1.14-15
 Adjusting, UG 1.13
 Paper/Output Tab, EUG
 Windows 95/98, EUG
 Windows NT 4.0, Windows 2000, EUG
 Paper Size, EUG
 Parallel Cable, EUG
 Parallel interface port, EUG
 Pause, EUG
 Pause Button, UG 1.6
 Pause/Redial Button, EUG
 PC Cable, EUG
 PC Fax Reception, EUG
 PC Faxing, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

PC Parallel Cable (Parallel Cable), IG 1.2, 1.4
 How to Connect to Computer, IG 1.4
 USB Cable, IG 1.4
 Phonebook Button, EUG
 Polling, EUG
 Polling One or More Remote Machines, EUG
 Portrait, EUG
 Power Save, EUG
 Power Saving, EUG
 Preparing Documents for Faxing, EUG
 Prescan Button, EUG
 Preview Window, EUG
 Image Control Tools, EUG
 Print, EUG
 Print Button, EUG
 Print Density, EUG
 Print Media Specifications, EUG
 Print Quality Problems, UG 6.13
 Printer Driver, EUG
 Printer Exit Tray, EUG
 Printer Settings, EUG
 Accessing and changing in Windows 2000, EUG
 Accessing and changing in Windows 95/98, EUG
 Accessing and changing in Windows NT 4.0, EUG
 Printing, IG 2.7
 Application Software, IG 2.7
 How to, IG 2.7
 Print Driver, IG 2.7
 Print Quality, IG 2.5
 Print Quality Functions, IG 1.8
 Printer Cartridge, IG 1.2, 1.4-5
 Printing a Fax Confirmation, IG 2.5
 Printing a System Data List, IG 1.12

Printing a Document, EUG
 Printing Documents, UG 5.2-3
 Printing Last Fax Data, EUG
 Printing Reports, EUG
 Priority Transmission, EUG

Q

QuickFax Button, EUG

R

Radio Frequency Emissions, EUG
 RAM, EUG
 Receive Mode, EUG
 Receive Mode Button, UG 1.4, 4.4
 Receive Mode Button, EUG
 Receiving a Fax, EUG
 Receiving a Fax Too Light to Read, EUG
 Receiving a Fax When the Machine is Out of Paper, EUG
 Receiving Automatically, EUG
 in ANS/FAX Mode, EUG
 in FAX Mode, EUG
 in TEL/FAX Mode, EUG
 Receiving Faxes with LaserFAX, EUG
 Receiving Manually in TEL Mode, EUG
 Reception Modes, UG 4.1
 Reception Modes, EUG
 Recipient, EUG
 Redial, EUG
 Redial Button, UG 1.6
 Redial Interval, EUG
 Redial Memory, EUG
 Redial Term, EUG
 Redial Try, EUG
 Redials, EUG
 Reduce/Enlarge Button, UG 1.4

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

- Reduce/Enlarge, EUG
 - Copying, EUG
 - Scanning, EUG
 - Reduce/Enlarge Button, EUG
 - Remote Code, EUG
 - REN, EUG
 - Report, UG 1.6
 - Reports, EUG
 - Help List, EUG
 - Journal, EUG
 - Multi-Communication, EUG
 - Phone Book, EUG
 - Schedule Job, EUG
 - System List, EUG
 - TX Confirm, EUG
 - Reports Button, EUG
 - Reprint, EUG
 - Resolution, EUG
 - Resolution Button, UG 1.4
 - Restore Last Cover Sheet, EUG
 - RGB, EUG
 - Ringer Volume, EUG
 - Rotate Image, EUG
 - Route, EUG
 - Route Button, EUG
 - RTI, EUG
 - RX POLL, EUG
 - RX Reduction, EUG
- S**
- Safety and Legal Requirements for the UK, EUG
 - Safety Notes, EUG
 - Scan Button, EUG
 - Scan Mode, EUG
 - 256 Colors, EUG
 - Gray 256 Scales, EUG
 - Halftone B/W, EUG
 - Image Type, EUG
 - Lineart B/W, EUG
 - True Color, RGB, EUG
 - Scanner Control Tabs, EUG
 - Scanning, IG 1.11, 2.7-8
 - Installation of Software Application, IG 1.11
 - ScanSoft Pagis Pro, IG iv, 1.11, 2.7-8
 - Scansoft Textbridge Pro, IG iv, 1.11, 2.7-8
 - How to Scan, IG 2.7
 - Scanning, UG 5.4
 - Scanning, EUG
 - Advanced Selection, EUG
 - Color Channel, EUG
 - Descreen, EUG
 - Highlight, EUG
 - Image Quality Tab, EUG
 - Level Adjustment, EUG
 - Midtone, EUG
 - Overview, EUG
 - Preview Window, EUG
 - Reduce/Enlarge, EUG
 - Resolution, EUG
 - Scanner Control Tabs, EUG
 - Shadow, EUG
 - Starting the TWAIN Scanner Application, EUG
 - Starting the TWAIN Scanner from another application, EUG
 - Starting the TWAIN Scanner from Pagis Pro, EUG
 - Starting the TWAIN Scanner from Textbridge Pro, EUG
 - Tonal Map, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

- TWAIN Scanner Help, EUG
 - TWAIN Scanner Program, EUG
 - TWAIN Scanner Window, EUG
- ScanSoft Pagis Pro, IG iv
 - Installation of, IG 1.11
 - Scanning, IG 2.7
 - Specific Information on, IG 2.8
- ScanSoft Textbridge Pro, IG iv
 - Installation of, IG 1.11
 - Scanning, IG 2.7
 - Specific Information on, IG 2.8
- Search Button, UG 1.6
- Search Button, EUG
- Searching for a Number in Memory, EUG
 - Searching by the First Letter, EUG
 - Searching Sequentially through Memory, EUG
- Select Button, UG 1.5
- Select Button, EUG
- Select Language, EUG
- Selectable Options, EUG
 - Answer on Ring, EUG
 - Auto Journal, EUG
 - Dial Mode, EUG
 - Discard Size, EUG
 - DRPD (Distinctive Ring Pattern Detection), EUG
 - ECM Mode, EUG
 - H. Reduction, EUG
 - Message Conf., EUG
 - Paper Size, EUG
 - Power Save, EUG
 - Redial Interval, EUG
 - Redials, EUG
 - Remote Code, EUG
 - RX Reduction, EUG
- Send from Memory, EUG
- Send Header Requirements, EUG
- Send Options Button, EUG
- Sending a Fax, EUG
 - After Talking, EUG
 - Manually, EUG
 - Using a Speed Dial Number, EUG
 - With LaserFAX Lite, EUG
- Service, EUG
- Setting an Option, EUG
- Setting Document Resolution and Contrast, EUG
- Setting the Clock Mode, EUG
- Setting the Date and Time, EUG
- Setting the Number of Copies, UG 2.4
- Setting the System ID (Your Number and Name), EUG
- Setting up Your Machine, EUG
 - Document Exit Tray, EUG
 - Document Input Tray, EUG
 - Printer Exit Tray, EUG
- Shadow, EUG
- Sharpen, EUG
- Sharpen More, EUG
- Software, EUG
- Sorting Copies, UG 2.5
- Sound Control, EUG
- Special Characters, UG 1.8
- Specifications, EUG
- Speed Button, UG 1.6
- Speed Dial Button, EUG
- Speed Dialing, EUG
- Stand-Alone Faxing, EUG
- Start Button, IG 1.8
- Start Button, UG 1.6
- Start Button, EUG
- Stop Button, IG 1.8
- Stop, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Stop Button, UG 1.6
 Stop Button, EUG
 Stop/Hold Button, EUG
 Storing a Number for Speed Dialing, EUG
 Storing Speed Dial Numbers for Group
 Dialing, EUG
 Subject, EUG
 Supplies, EUG
 System ID, IG 1.10
 System Number, IG 1.10
 System Name, IG 1.10
 System ID, EUG
 System Reports, EUG
 System Setup, EUG

T

TEL LINE, EUG
 TEL Mode, EUG
 Receiving Manually, EUG
 TEL/FAX Mode, EUG
 Receiving Automatically, EUG
 Telephone Line, EUG
 Telephone Line Cord, IG 1.2, 1.4
 How to Connect to Computer, IG 1.4
 TEL Line, IG 1.4
 EXT Line, IG 1.4, 2.6
 TextBridge, EUG
 Tonal Map, EUG
 Tones, EUG
 Trays, IG 1.2-3, 1.7
 Document Exit Tray, IG 1.2-3
 Document Input Tray, IG 1.2-3
 Extension Tray, IG 1.7
 How to Install, IG 1.3
 Printer Exit Tray, IG 1.2-3
 Troubleshooting, EUG
 Troubleshooting, IG 1.1

True Color, EUG
 TWAIN-compliant image setting
 application, IG 2.7-8
 TWAIN Scanner Application, EUG
 Starting from another TWAIN-
 compliant application, EUG
 Starting from Pagis Pro, EUG
 Starting from TextBridge Pro, EUG
 TX POLL, EUG

U

UK Requirements/Regulations, EUG
 Electricity at Work Regulation, EUG
 Safety and Legal Requirements, EUG
 Uninstalling Software, EUG
 Unpacking, EUG
 USB Cable, EUG
 USB Port, EUG
 UG, IG iv, 1.1
 User Options (System Data), EUG

 Using the Automatic Paper Feeder, UG 1.10
 Using the Control Panel, UG 1.4
 Using the Number Keypad, UG 1.7-9

V

View, Front, UG 1.2
 View, Inside, UG 1.3
 View, Rear, UG 1.3
 Viewer Button, EUG

W

Warranty Card, IG iv
 Waste Button, EUG
 When Printing, UG 5.1-3

IG = Install Guide UG = User Guide EUG = Electronic User Guide

INDEX

Width and Height Indicators, EUG
Windows 2000, IG 1.4, 1.11
Windows 98, IG 1.4, 1.11
WorkCentre 390 TWAIN Scanner Program,
EUG

X

Xerox Label, EUG

Z

Zoom In and Out Tools, EUG

IG = Install Guide UG = User Guide EUG = Electronic User Guide