XEROX.

User Guide

XE3026EN0-1

Products Subject To Ordinary Export Regulations

An export of this product is strictly limited in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States. You must obtain, if you wish to export this product, any appropriate export license from the Japanese Government or its agency and/or re-export approval from the U.S. Government or its agency.

Products Subject To Supplementary Export Regulations

An export of this product is strictly limited in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States. You must obtain, if you know the product is to be used, or was used for development, manufacturing or use of any mass destructive weapons including nuclear weapon, chemical weapon or biological weapon because of a dealing document such as legal contract or information from the importer, any appropriate export license from the Japanese Government or its agency and/or re-export approval from the U.S. Government or its agency.

Table of Contents

1 Before Using the Machine

Welcome to the Xerox family of WorkCentre products.

This User Guide provides detailed information, technical specifications, and procedures for using the integral features of the machine.

This chapter provides information which users should be aware of before using the machine.

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for online solutions and support.

http://www.xerox.com/support

If you require further assistance, contact our experts at the Xerox Welcome Center. A telephone number for the local representative may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number:

#_____

Xerox US Welcome Center:1-800-821-2797

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

Serial Number

When you call the Welcome Center you will need to provide the serial number which is located inside of the Left Side Cover, as shown in the diagram.

For your convenience, record the serial number in the space below.

Serial Number:

_____

Keep a record of any error codes. This information helps us solve problems faster.
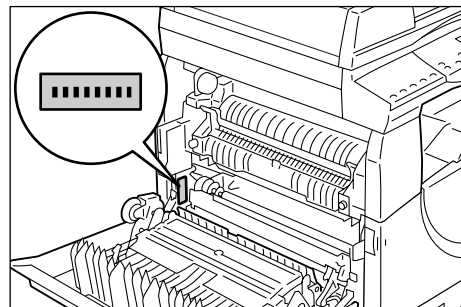
Conventions

This section describes the conventions that are used throughout this User Guide.

WARNING: indicates statements that alert you to the possibility of personal harm.

CAUTION: indicates statements that suggest the possibility of mechanical damage as a result of an action.

NOTE: indicates additional information on operations or features.

" ": indicates cross-references within this guide and input text

[ ]: indicates the values and error codes that appear in the Display, and also indicates the names of menus, windows, dialog boxes, buttons, and other items displayed on a computer monitor.

< >: indicates hardware buttons on the Control Panel of the machine and keys on a computer keyboard.

This section also describes terms that are used throughout this User Guide.

- Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed.

- LEF (Long Edge Feed)

  Loading documents and paper with one of the long edges to be fed into the machine first.

- SEF (Short Edge Feed)

  Loading documents and paper with one of the short edges to be fed into the machine first.
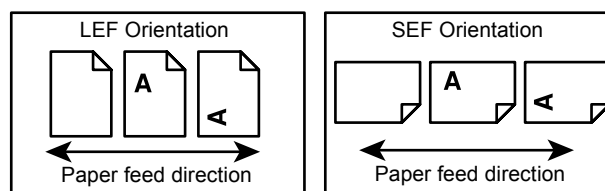
- Paper is synonymous with media, and is used interchangeably.

- Machine is synonymous with Xerox WorkCentre 5020/DN, and is used interchangeably.

- Computer refers to a personal computer or workstation.

- System Administrator refers to a person who is responsible for maintaining the machine, such as setting up the machine, installing the print drivers, and managing software.

Related Information Sources

The following sources of information are available for the machine:

- WorkCentre 5020/DN User Guide

- WorkCentre 5020/DN System Administration Guide

- WorkCentre 5020/DN Installation Guide

- WorkCentre 5020/DN Quick Use Guide

NOTE: Diagrams used in this User Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

NOTE: All the screen shots used in this User Guide are taken using Windows XP.

Safety Notes

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

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

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.

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

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

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

WARNING: This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

▷ Only use the power cord supplied with the equipment.

▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.

▷ Improper connection of the equipment-grounding conductor can result in an electric shock.

▶ **Do not** place this equipment where people might step on or trip over the power cord.

▶ **Do not** override or disable electrical or mechanical interlocks.

▶ **Do not** obstruct the ventilation openings.

▶ **Never** push objects of any kind into slots or openings on the equipment.

▷ If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.

    – The equipment emits unusual noises or odors.

    – The power cord is damaged or frayed.

    – A wall panel circuit breaker, fuse, or other safety device has been tripped.

    – Liquid has spilled into the equipment.

    – The equipment is exposed to water.

    – Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

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 equipment 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.

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

- This equipment must be connected to a protective earth circuit.

  This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.

- Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions.

- Always use materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance.

- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Never attempt any maintenance procedures that are not specifically described in the customer documentation.

- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.

- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

- Never locate the equipment 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 operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.

- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.

- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Ozone Information

This product produces ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Install the system in a well-ventilated room.

If you need additional information about ozone, please request the Xerox publication Facts About Ozone (part number 610P64653) by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your local Xerox representative.

For Consumables

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

- Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills.

- Keep the Toner Bottle out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

- When adding toner to the Drum Cartridge, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

- If toner spills onto your skin or clothing, wash it off with soap and water.

- If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.

- If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

- If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

Radio Frequency Emissions

United States, Canada, Europe, Australia/New Zealand

NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment a residential area is likely to cause harmful interference in which cause the user will required to correct the interference at his own expense.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

Agency	Standard
TUV Rheinland	UL60950-1 1st (2003) (USA/Canada)
NEMKO CHINA	IEC60950-1 Edition 1 (2001)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

December 12, 2006: Council Directive 2006/95/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.

EUROPE

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain	Czech Republic	Poland
Bulgaria	Romania	Hungary	

In the event of a problem you should contact your local Xerox representative in the first instance.

This product has been tested to and is compliant with TBR21, a technical specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area.

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network.

NOTE: Although this product 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, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Environmental Compliance

USA

ENERGY STAR

As an ENERGY STAR® partner, Xerox Corporation has determined that the basic configuration of this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the imaging equipment industry to promote energy-efficient copiers, printers, fax, and multifunction machine. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Illegal Copies

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.

Battery Recycling and Disposal

Dispose of all batteries in accordance with local legislation.

For recovery of scarce resources, Xerox reuses the rechargeable batteries used in this product after the product is returned. Those batteries can be reused to make recycle materials and energy recovery.

Product Recycling and Disposal

All Countries, North America - USA/Canada

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative at (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site:

www.eiae.org <http://www.eiae.org>.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see:

www.dtsc.ca.gov/hazardouswaste/perchlorate.

European Union

WEEE Domestic/Household

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.
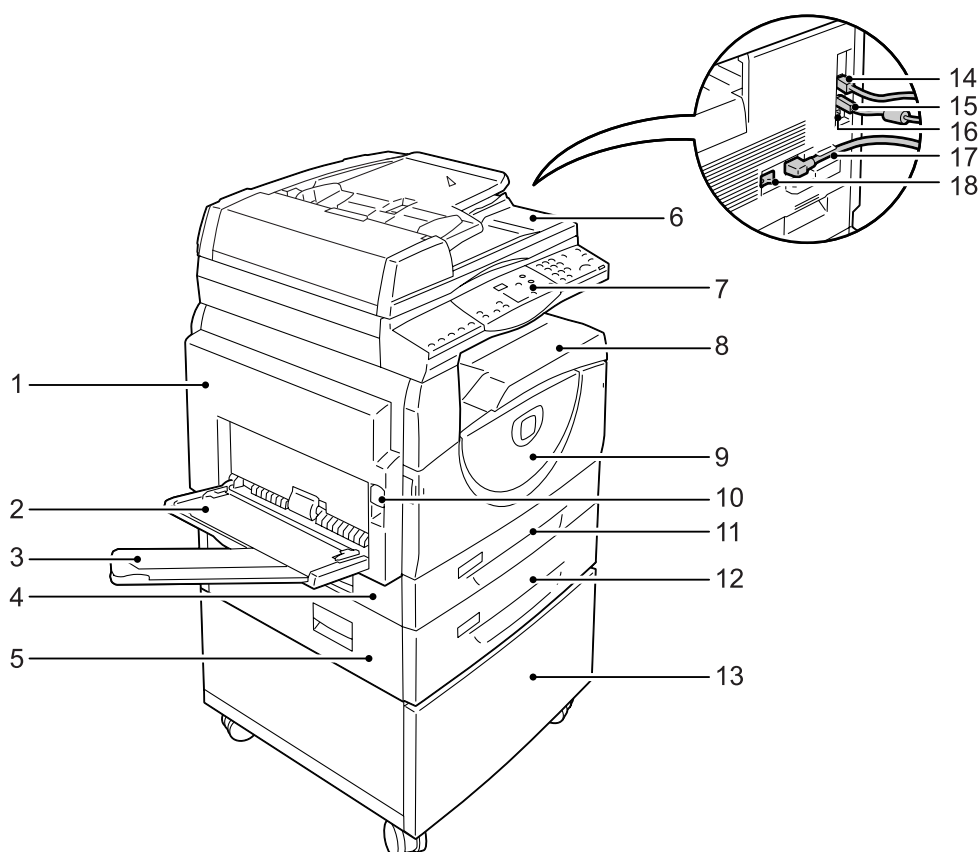
In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask you retailer for information.

Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

WEEE Professional/Business

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.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

2 Product Overview

This chapter describes each component of the machine and the services available on the machine, explains how to switch the machine on and off, and provides information on the use of recycled paper.

Machine Components

This section describes machine components and their functions.

Front View

No.	Component	Function
1	Left Side Cover	Open this cover when a paper jam occurs in the machine and when replacing consumables.
		NOTE: For information on how to clear paper jams, refer to the Problem Solving chapter in the System Administration Guide.
		NOTE: For information on how to replace consumables, refer to the Maintenance chapter in the System Administration Guide.

No.	Component	Function
2	Bypass Tray	Used for standard size paper and non-standard size paper. It holds special media such as thick stock paper or other special media that cannot be loaded in Tray 1 or Tray 2. **NOTE:** For more information on the supported paper types and capacity of the Bypass Tray, refer to *Supported Paper Sizes and Types on page 39*.
3	Extension Flap	Supports paper that is loaded in the Bypass Tray. Slide out this flap before loading paper in the Bypass Tray.
4	Access Cover 1	Open this cover to remove paper jams in and around Tray 1 and Tray 2. **NOTE:** For more information on how to clear paper jams, refer to the Problem Solving chapter in the System Administration Guide.
5	Access Cover 2	Open this cover to remove paper jams in and around Tray 2. **NOTE:** The Access Cover 2 is a part of the optional Paper Tray 2. **NOTE:** For more information on how to clear paper jams, refer to the Problem Solving chapter in the System Administration Guide.
6	Document Feeder	Automatically feeds documents that are loaded to be scanned for a copy or a scan job.
7	Control Panel	Consists of the Display, the Machine Diagram (mimic), buttons and indicators. **NOTE:** For more information on the Control Panel, refer to *Control Panel on page 22*.
8	Output Tray	Copies and prints are delivered here, face down.
9	Front Cover	Open this cover to replace the Drum Cartridge and to add toner.
10	Left Side Cover Latch	Pull up this latch to open the Left Side Cover.
11	Tray 1	Used for standard size paper. It holds up to 250 sheets of plain paper. **NOTE:** For more information on supported paper types and tray capacity, refer to *Supported Paper Sizes and Types on page 39*.
12	Paper Tray 2 (optional)	Adds an additional tray that can be used as Tray 2. Used for standard size paper. It holds up to 500 sheets of plain paper. **NOTE:** Paper Tray 2 is an optional accessory. **NOTE:** For more information on supported paper types and tray capacity, refer to *Supported Paper Sizes and Types on page 39*.
13	Stand (optional)	Elevates and stabilizes the machine for optimum use. The attached casters allow you to move the machine easily. **NOTE:** The stand is an optional accessory.
14	10Base-T/100Base-TX Connector	Connects the network cable to the machine.
15	USB Interface Connector	Connects the USB cable to the machine. **NOTE:** This connector is also used for upgrading software.
16	Connector	This connector is to be used only by customer engineers.
17	Power Cord Connector	Connects the power cord to the machine.
18	Power Switch	Switches the power to the machine on and off.

Inside View
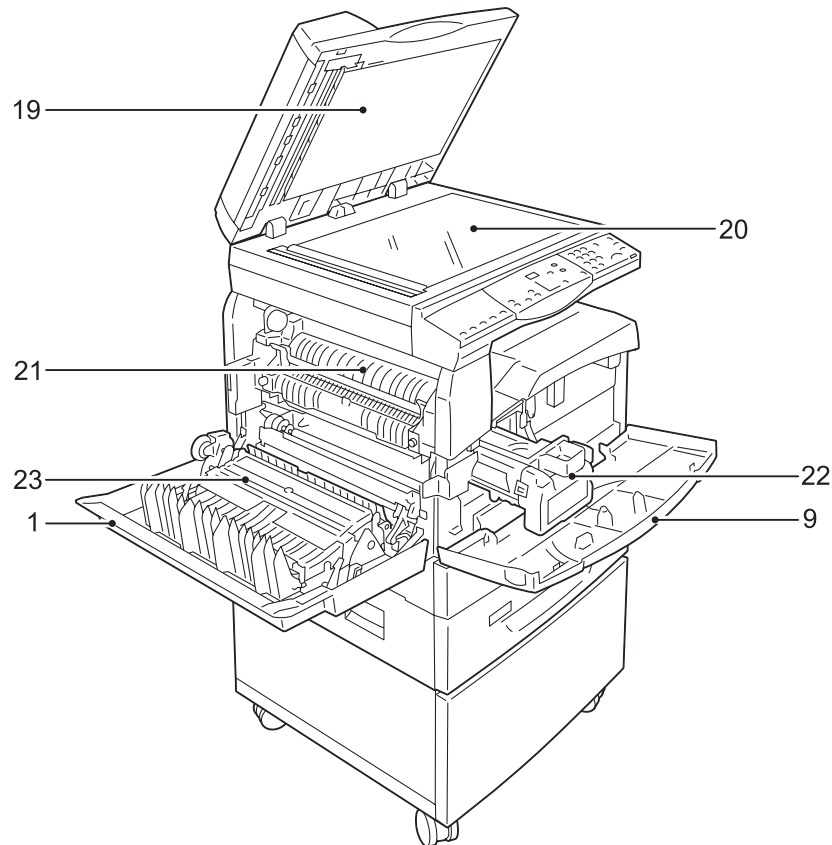
No.	Component	Function
19	Document Cover	Close this cover when scanning a document on the Document Glass.
20	Document Glass	Place a document here, face down.
21	Fuser Unit	Fuses toner onto the paper by applying heat and pressure. Do not touch this unit. It may become extremely hot.
22	Drum Cartridge	Contains toner and photoconductor used to transfer the toner.
23	Duplex Module	Copies and prints on both sides of paper.

Rear View
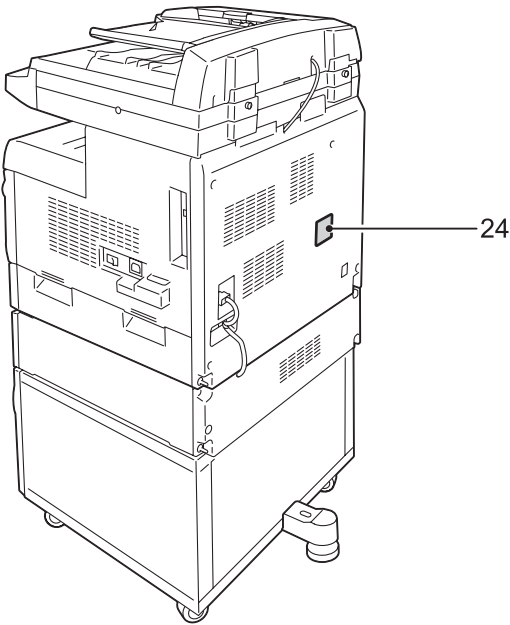
No.	Component	Function
24	Data Label	Contains the machine information.

Machine Services

This section describes the services available on the machine.

Print

Provides various print features, including 2 Sided Print, Booklet Creation, Multiple-Up, and Poster. For more information, refer to the PCL Print Driver CD-ROM or to *Printing on page 81*.

Copy

Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper. For more information, refer to *Copying on page 51*.

Scan

Allows you to scan documents and store them in mailboxes. You can import the scanned documents to your computer using CentreWare Internet Services or via the Network Scanner Utility 3. For more information, refer to *Scanning on page 71*.

Control Panel

This section describes Control Panel components and their functions.

Display

Displays the copy quantity, zoom ratio, error code, machine status, or numerical values.
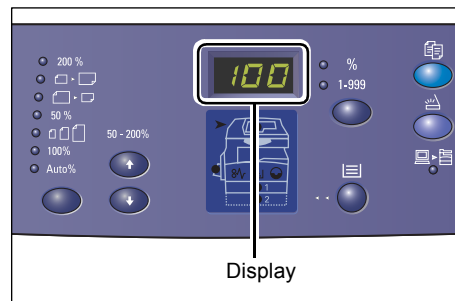
Display

<Display Switch> button/indicators

Press this button to switch the Display between the copy quantity and the zoom ratio. The indicator lights up to show which is currently being displayed.

When the machine is in the Paper Setting Mode, press this button to scroll through the paper sizes.

NOTE: To enter the Paper Setting Mode, hold down the <Paper Supply> button for four seconds. For information on the <Paper Supply> button, refer to *<Paper Supply> button on page 26*.
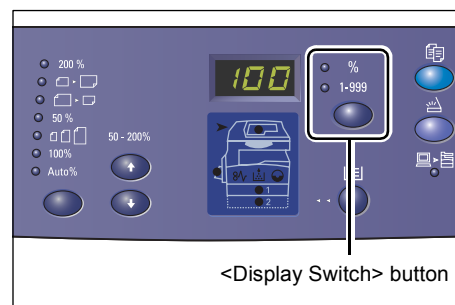
<Display Switch> button

<Copy> button

Press this button to switch the machine to the Copy Mode. The button lights up when the machine is ready to process a copy job.
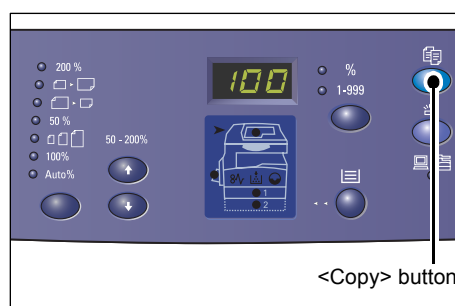
<Copy> button

<Scan> button

Press this button to switch the machine to the Scan Mode. The button lights up when the machine is ready to process a scan job.

When the machine enters the Scan Mode, [b] appears in the Display.

<Scan> button
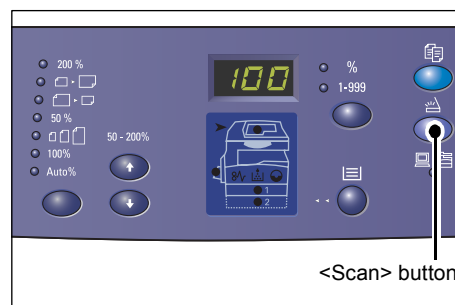
<Job in Memory> indicator

This indicator lights up when scanned data is stored in mailboxes. The indicator does not go out even when the machine is in the Low Power Mode or Sleep Mode if scanned data is stored in mailboxes.

NOTE: If the machine is switched off, all the scanned data stored in mailboxes will be deleted.
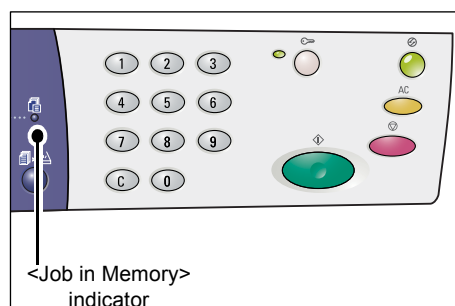
<Job in Memory> indicator

<Online> indicator

This indicator blinks when the machine is receiving data from a computer.

The indicator lights up while a job is being processed.
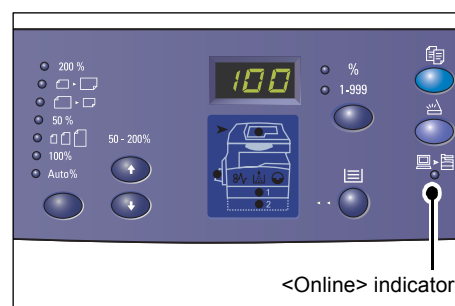
<Online> indicator

Numeric Keypad

Numeric keys

Use the numeric keys to enter the copy quantity, passcode, and other numerical values.

<C> (clear) button

Press this button to clear a wrongly entered numerical value.

NOTE: In this manual, this button is indicated as the <C> button.

<C> button   Numeric keys
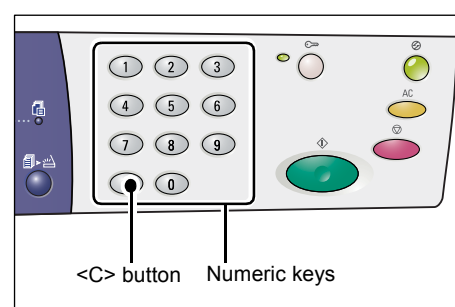
<Log In/Out> button

Use this button to enter the System Setting Mode, which allows you to configure the system settings.

When Copy Auditron is disabled

Hold down this button for four seconds, and then enter the System Administrator's ID using the numeric keypad.
The machine enters the System Setting Mode.

<Log In/Out> button

When Copy Auditron is enabled

First you must log in to the machine under the System Administrator's ID, and then hold down this button for four seconds.
The machine enters the System Setting Mode.

For more information on how to log in to the machine, refer to *Logging in to the Machine on page 68*. For more information on the System Setting Mode and Copy Auditron, refer to the System Administration Guide.
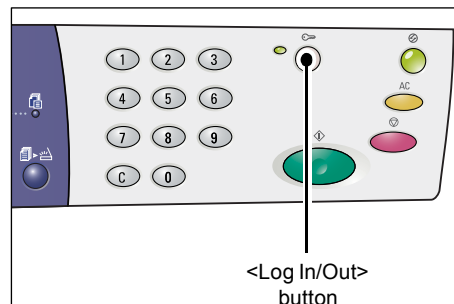
<Power Saver> button

To minimize power consumption, the Power Saver feature is automatically activated during periods of machine inactivity.

For more information on the Power Saver feature, refer to *Power Saver on page 36*.
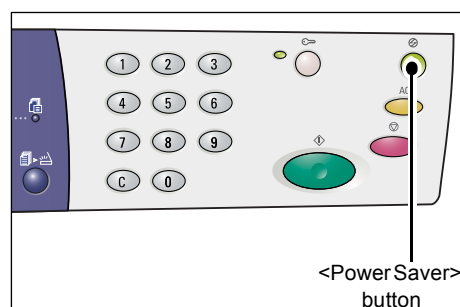
<Power Saver> button

<AC> (all clear) button

Press this button to clear the previously selected features, and to restore the default values of the features.
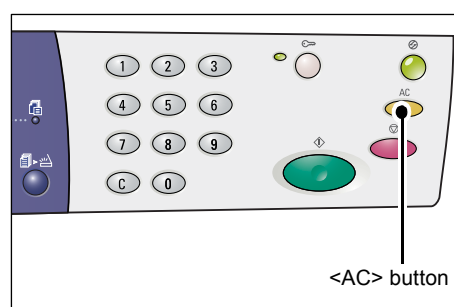
<AC> button

<Stop> button

Press this button to cancel a job.
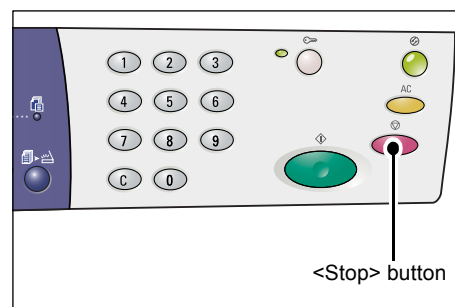
<Stop> button

<Start> button

Press this button to start a copy or scan job, and to confirm the specified values.
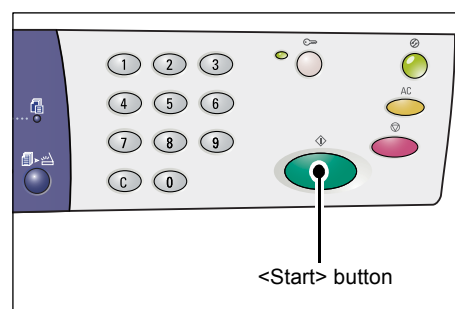
<Start> button

<Scan Completed> button

This button is selectable when using the Document Glass with certain copy features, such as Collate, 2-sided, and N-up, or when running a scan job using the Document Glass.

The indicator next to the <Scan Completed> button blinks after the first page of the document is scanned. The machine allows you to scan the next page while this button is blinking. After scanning the last page, press this button.
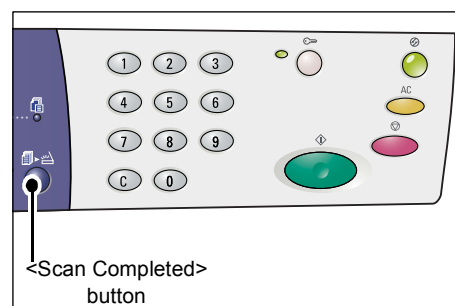
<Scan Completed> button

NOTE: When running a scan job using the Document Glass, use the System Setting Mode (menu number: 201) to enable or disable the scanning of the next page. For more information, refer to the System Administration Guide.

<Paper Supply> button

The <Paper Supply> button has the following two functions.

Selecting a tray

Press this button to select a tray for a copy job. The Machine Diagram (mimic) shows you which tray is currently selected. Press this button repeatedly until the desired tray indicator is lit on the Machine Diagram (mimic).

Changeover sequence:

Tray 1 & Tray 2 (Automatic Paper Selection), Tray 1, Tray 2, Bypass Tray

<Paper Supply> button
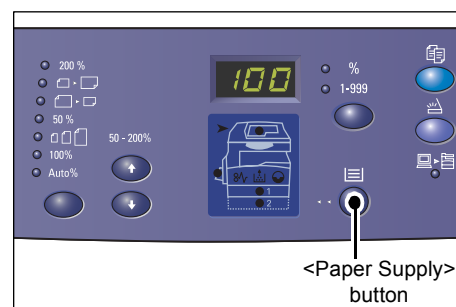
Tray 1 & Tray 2 (Automatic Paper Selection)

If Automatic Paper Selection (menu number: 164) is enabled in the system settings, the machine automatically selects paper that is loaded in either Tray 1 or Tray 2 when a document is loaded in the Document Feeder. For information on the system settings, refer to the System Administration Guide.

NOTE: This option is only available when using the Document Feeder for the machines that are fitted with the optional Paper Tray 2.

Tray 1

Uses paper that is loaded in Tray 1.

Tray 2

Uses paper that is loaded in Tray 2.

NOTE: This option is only available when Paper Tray 2 (optional) is fitted on the machine.

Bypass Tray

Uses paper that is loaded in the Bypass Tray.

Entering the Paper Setting Mode

Hold down this button for four seconds to enter the Paper Setting Mode. After loading paper in any of the trays, you must enter the Paper Setting Mode to specify the size and orientation of the loaded paper.

Once the machine enters the Paper Setting Mode, press the <Display Switch> button to scroll through the paper sizes.

Changeover sequence is shown below. It shows what appears in the Display, followed by the actual size of paper in parentheses.

The changeover sequence:
A3 (A3 SEF), A4L (A4 LEF), A4 (A4 SEF), b4 (B4 SEF), b5L (B5 LEF), b5 (B5 SEF), C8 (8K SEF), 16L (16K LEF), 16S (16K SEF), A5 (A5 SEF), 17 (11 x 17" SEF), 14 (8.5 x 14" SEF), 13 (8.5 x 13" SEF), 11L (8.5 x 11" LEF), 11 (8.5 x 11" SEF), 134 (8.5 x 13.4" SEF), 55 (5.5 x 8.5" SEF), CUS (Custom paper size)

NOTE: When Tray 1 or Tray 2 is selected, [A5], [55], and [CUS] do not appear in the Display.

For more information on how to specify the size and orientation of paper that is loaded in the tray, refer to *Specifying the Size and Orientation of Paper Loaded in the Trays on page 48*.

Machine Diagram (mimic)

The Machine Diagram (mimic) consists of indicators.

The indicators flash or light up to display the machine status.

The following shows major indicators.

For more information on the Machine Diagram (mimic) and other indicators, refer to the Problem Solving chapter in the System Administration Guide.
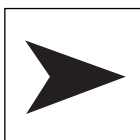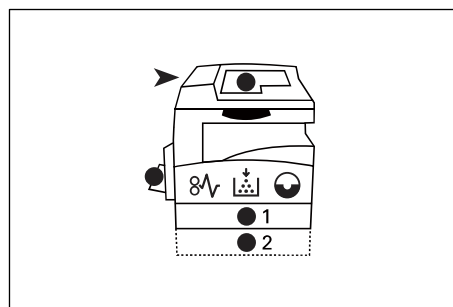
Document Feeder Jam

The red indicator flashes when a document jams in the Document Feeder or when the Document Feeder Cover is open.
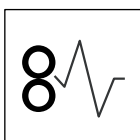
Processor Jam

The red indicator flashes when a paper jam occurs in the machine. Check the error code that appears in the Display.
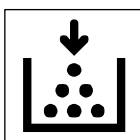
Toner

The red indicator lights up when the amount of toner left in the Drum Cartridge is low. Prepare a new toner bottle. No error code is displayed at this point.

The red indicator flashes when toner runs out. Add toner into the Drum Cartridge. The error code [J1] appears in the Display.
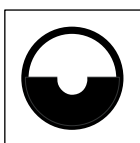
Replace Drum Cartridge

The red indicator lights up when the Drum Cartridge needs to be replaced in the near future. Prepare a new Drum Cartridge. No error code is displayed at this point.

The red indicator flashes when the Drum Cartridge needs to be replaced immediately. Replace the Drum Cartridge with a new one. The error code [J6] appears in the Display.

Copy Features

<Variable Ratio> button

Press the < ▲ > and < ▼ > buttons to specify the zoom ratio within the range of 50 to 200% in 1% increments.

The currently selected zoom ratio appears in the Display.

NOTE: Pressing these buttons automatically switches the Display to show the zoom ratio.

< ▲ > and < ▼ >
buttons
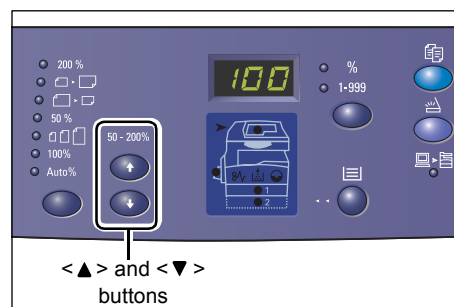
<Reduce/Enlarge> button

Press this button to select the zoom ratio.

The currently selected zoom ratio appears in the Display.

NOTE: Pressing this button automatically switches the Displays to show the zoom ratio.

NOTE: The paper size table can be switched between metric ([A/B Series (8K/16K)]) and inches ([Inch Series (8.5 x 13")],

<Reduce/Enlarge> button

[Inch Series (8.5 x 13.4")], [Inch Series]) when the machine is in the System Setting Mode (menu number: 21). For more information on the system settings, refer to the System Administration Guide. The following options change depending on the selected paper size table.
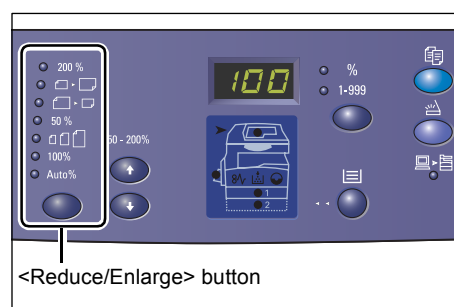
When the paper size table is inches

● 200 %

200%
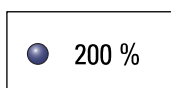
Enlarges a document by 200%.

5.5 x 8.5" ➔ 11 x 17"

●
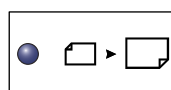
129%

Enlarges a document by 129.4%.

5.5 x 8.5" ➔ 8.5 x 11", 8.5 x 11" ➔ 11 x 17"

●
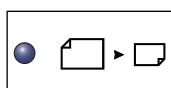
78%

Reduces a document by 78.5%.

8.5 x 14" ➔ 8.5 x 11"

● 50 %

50%
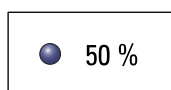
Reduces a document by 50%.

11 x 17" ➔ 5.5 x 8.5"

Preset

Enlarges or reduces a document by any zoom ratio that has been preset.

NOTE: You can specify the preset zoom ratio when the machine is in the System Setting Mode (menu number: 153). For more information, refer to the System Administration Guide.

NOTE: The default preset zoom ratio is 64%.

100%
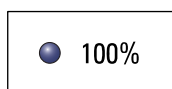
Makes copies of an original document at the same size.

Auto%

The machine automatically selects the zoom ratio based on the original document size and the paper size in the selected tray.

NOTE: This option is selectable only when using the Document Feeder.

When the paper size table is metric

200%
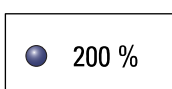
Enlarges a document by 200%.

A5 ➔ A3
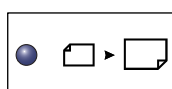
141%

Enlarges a document by 141.4%.

A5 ➔ A4, A4 ➔ A3, B5 ➔ B4
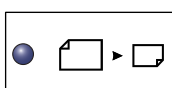
70%

Reduces a document by 70.7%.

A3 ➔ A4, A4 ➔ A5, B4 ➔ B5

50%
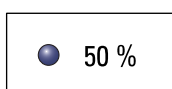
Reduces a document by 50%.

A3 ➔ A5

Preset

Enlarges or reduces a document by any zoom ratio that has been preset.

NOTE: You can specify the preset zoom ratio when the machine is in the System Setting Mode (menu number: 153). For more information, refer to the System Administration Guide.

NOTE: The default preset zoom ratio is 64%.

100%
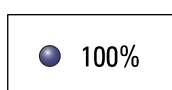
Makes copies of an original document at the same size.

Auto%

The machine automatically selects the zoom ratio based on the original document size and the paper size in the selected tray.

NOTE: This option is selectable only when using the Document Feeder.

<Lighten/Darken> button

Press the < ▲ > or < ▼ > button to select the density of the output copies.

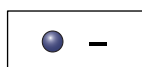**NOTE:** This button is also used to specify the scan density for a scan job.

<Lighten/Darken> button
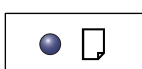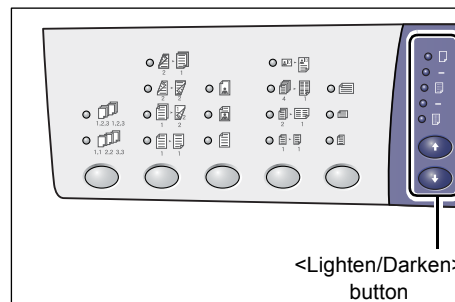
Lightest
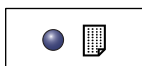
The density of the output copies decreases to the lightest level.
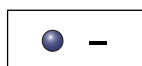
Light

The density decreases on the output copies.
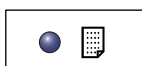
Normal

The density of the output copies stays the same as the original documents.

Dark

The density increases on the output copies.

Darkest

The density of the output copies increases to the darkest level.

<Original Size> button

When selecting the N-up feature, press this button to select the original document size.

For more information on the N-up feature, refer to *4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56*.

NOTE: This button is selectable when using the Document Glass with the N-up feature. The button is not selectable when using the Document Feeder as the size of the original document is automatically detected.

<Original Size> button

NOTE: The paper size table can be switched between metric ([A/B Series (8K/16K)]) and inches ([Inch Series (8.5 x 13")], [Inch Series (8.5 x 13.4")], [Inch Series]) when the machine is in the System Setting Mode (menu number: 21). For more information on the system settings, refer to the System Administration Guide. The following three options change depending on the selected paper size table.

When the paper size table is inches
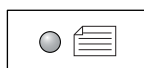
**11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, 8.5 x 13" SEF**
Select this option if the size and orientation of an original document is 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, or 8.5 x 13" SEF when using the N-up feature.
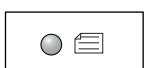
8.5 x 11" SEF
Select this option if the size and orientation of an original document is 8.5 x 11" SEF.

8.5 x 11" LEF
Select this option if the size and orientation of an original document is 8.5 x 11" LEF.

When the paper size table is metric
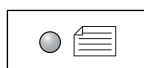
A3 SEF, B4 SEF
Select this option if the size and orientation of an original document is A3 SEF or B4 SEF.

A4 SEF, B5 SEF
Select this option if the size and orientation of an original document is A4 SEF or B5 SEF.

A4 LEF, B5 LEF
Select this option if the size and orientation of an original document is A4 LEF or B5 LEF.

<N-up/ID Card Copy> button

Press this button to select the N-up feature or ID Card Copy feature.

NOTE: When the N-up feature is selected, the zoom ratio is fixed to Auto%, and it cannot be changed manually.
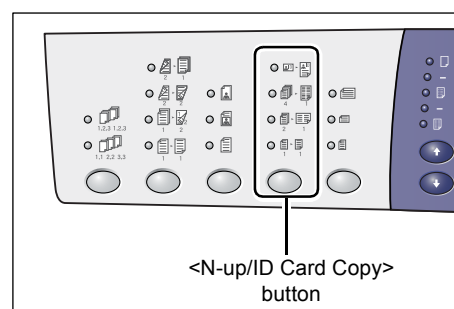
<N-up/ID Card Copy> button

ID Card Copy

Copies an ID card-shaped document onto one side of a single sheet.

For more information on the ID Card Copy feature, refer to *ID Card Copies (Copying an ID Card-shaped Document onto a Sheet) on page 66*.

4-up
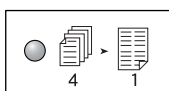
Copies four pages of the original documents onto one side of a single sheet.

For more information on the N-up feature, refer to *4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56*.

2-up
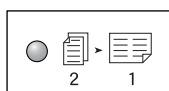
Copies two pages of the original documents onto one side of a single sheet.

For more information on the N-up feature, refer to *4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56*.

Off

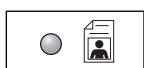Disables the N-up and ID Card Copy features.

<Original Type> button

Press this button to select the original document type.
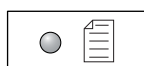
NOTE: This button is also used to select the original document type for a scan job.
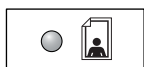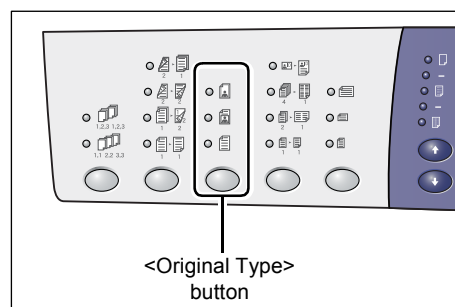
<Original Type> button

Photo

Suitable for copying documents that contain only photo images.

Text & Photo

Suitable for copying documents that contain both text and photo images.
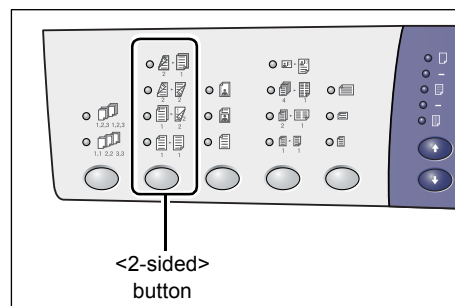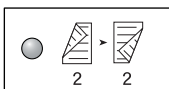
Text

Suitable for copying documents that contain only text.

<2-sided> button

Press this button to select whether to copy on one side or both sides of the sheet.

NOTE: This button is also used to select whether to scan one side or both sides of a document for a scan job when using the Document Feeder.
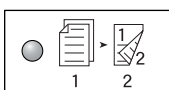
<2-sided> button

2 → 1 Sided

Makes 1-sided copies from 2-sided documents.

2 → 2 Sided

Makes 2-sided copies from 2-sided documents.

NOTE: This button is not selectable when scanning a document for a scan job.
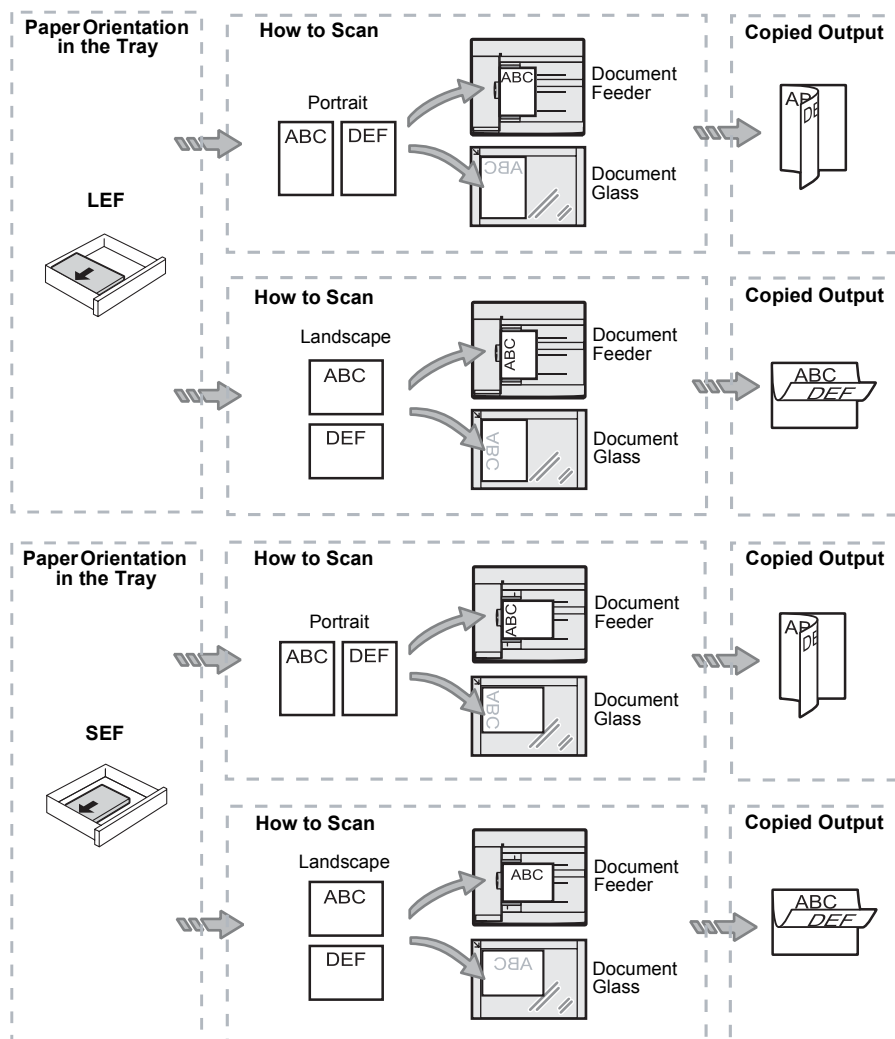
1 → 2 Sided

Makes 2-sided copies from 1-sided documents.

NOTE: This button is not selectable when scanning a document for a scan job.
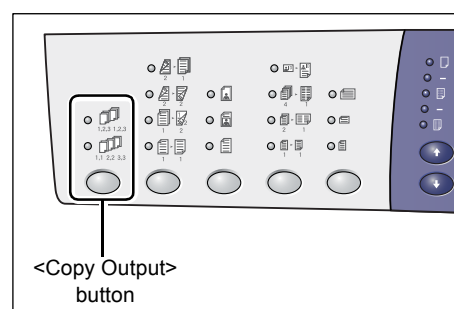
1 → 1 Sided

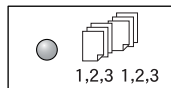Makes 1-sided copies from 1-sided documents.

The following chart shows how to load the original document on the Document Glass or in the Document Feeder when making 2-sided copies.

<Copy Output> button

Press this button to select whether or not to collate the output copies.
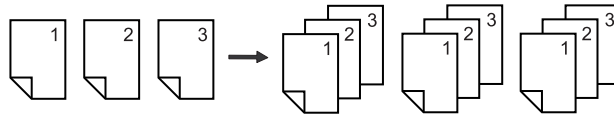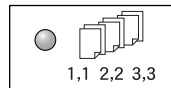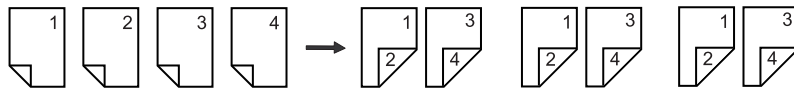

<Copy Output> button

Collate

•When 1-sided is selected

Delivers the specified number of copy sets in the same order as the original documents.
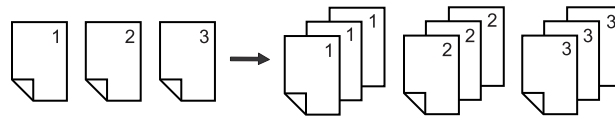
When 2-sided is selected

Delivers the specified number of copy sets in the same order as the original documents, and copies are made on both sides of the sheets.
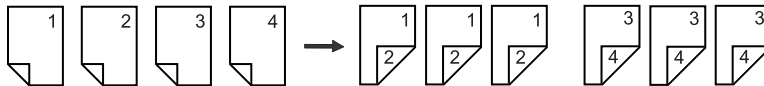
Uncollate

•When 1-sided is selected

Delivers the copies in stacks based on the number of copies for each set.

•When 2-sided is selected

Delivers the copies in stacks based on the number of copies for each set, and copies are made on both sides of the sheets.

Switching On / Off

This section describes how to switch the machine on and off, and explains the Power Saver feature.

The machine is ready within 27 seconds after the machine is switched on. The time required for the machine to warm up may vary, depending on the machine configuration and the machine environment.

The machine automatically enables the Power Saver feature after a set period of machine inactivity in order to minimize power consumption. It is recommended that the machine be switched off at the end of the day or when it will not be in use for a long period of time.

NOTE: If the machine is switched off, data currently being processed may be lost, and all the scanned data stored in mailboxes will be deleted.

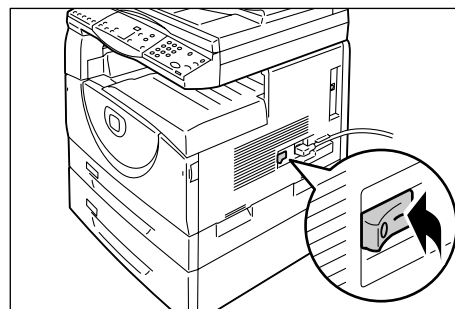For information on the Power Saver feature, refer to *Power Saver on page 36*.

Switching On

The following procedure describes how to switch on the power to the machine.

1. Press the Power Switch to the [—] position.

NOTE: [1] appears in the Display when the machine is ready.

NOTE: If you attempt to run a job during warm-up, the job will be processed once the machine is ready.

Switching Off

The following procedure describes how to switch off the power to the machine.

NOTE: If the machine is switched off, data currently being processed may be lost, and all the scanned data stored in mailboxes will be deleted.

1. Before switching off the machine, make sure that all jobs have been processed completely. Also, make sure that the <Online> indicator is not lit.

**NOTE:** Never switch off the machine in the following instances:

- While data is being received
- While jobs are being printed
- While jobs are being copied
- While jobs are being scanned

NOTE: Switching off the machine during copying or printing may cause paper jams.

2. Press the Power Switch to the [○] position.

NOTE: After pressing the Power Switch to the [○] position, wait for a few seconds before removing the power cord from the power outlet to allow the machine time to power off completely.

NOTE: After switching off the machine, wait for a few seconds before switching the machine back on again.
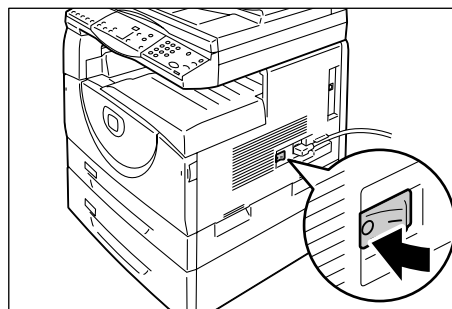
Power Saver

The machine has a power-efficient feature called Power Saver to minimize power consumption during inactivity. When the machine is inactive for a specified period of time, it activates the Power Saver feature.

The Power Saver feature has two stages: Low Power Mode and Sleep Mode.

The machine enters the Low Power Mode first if it remains inactive for a preset period of time. Then it enters the Sleep Mode to further reduce power consumption.

Low Power Mode

When the machine enters the Low Power Mode, the machine reduces the power to the Fuser Unit.

While the machine is in this mode, the Display goes out, and the <Power Saver> button is lit. If scanned data is stored in mailboxes, the <Job in Memory> indicator is also lit during this mode. To exit the Low Power Mode to use the machine, press the <Power Saver> button.

To specify how long the period of inactivity is before Power Saver is activated, access the System Setting Mode (menu number: 12). For more information, refer to the System Administration Guide.

Sleep Mode

When the machine enters the Sleep Mode, the machine further reduces its power consumption.

While the machine is in this mode, the Display goes out, and the <Power Saver> button is lit. If scanned data is stored in mailboxes, the <Job in Memory> indicator is also lit during this mode. To exit the Sleep Mode to use the machine, press the <Power Saver> button.

To specify how long the period of inactivity is before Power Saver is activated, access the System Setting Mode (menu number: 13). For more information, refer to the System Administration Guide.

NOTE: You can specify the Low Power Mode and Sleep Mode settings on CentreWare Internet Services. For more information, refer to the Machine Status chapter in the System Administration Guide.

Exiting the Low Power Mode or Sleep Mode

The machine exits the Low Power Mode or Sleep Mode in the following two instances:

• When pressing the <Power Saver> button

<Power Saver> button
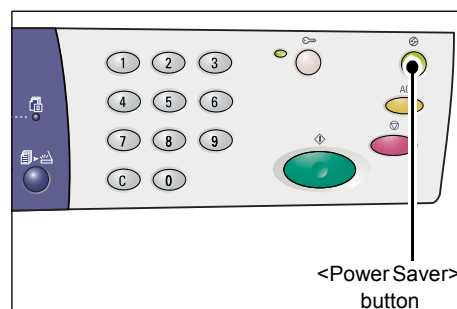
• When the machine receives a print job or a scan job

Recycled Paper

The use of recycled paper in the machine benefits the environment with no degradation in performance. Xerox recommends recycled paper with a 20% post consumer content which can be obtained both through Xerox and other office suppliers. Contact your Xerox representative or go to www.xerox.com for more information on other types of recycled paper.

3 Loading Paper

This chapter describes the sizes and types of paper that can be used with the machine, and provides information on how to load paper in the trays and how to specify the size and orientation of paper in the trays.

Supported Paper Sizes and Types

This section lists the sizes and types of paper that can be used with the machine, and explains simple rules for storing paper and loading paper in the trays.

Using paper that is not listed here may result in paper jams, lower print quality, or machine malfunctions.

If you wish to use paper other than those recommended by Xerox, contact the Xerox Welcome Center.

NOTE: The printed image may fade when paper absorbs moisture in the air. For more information on fading of printed images, contact the Xerox Welcome Center.

Supported Paper Sizes

The following table shows the size and weight of paper that each tray can accommodate, together with the tray capacity.

Paper Tray	Weight	Quantity	Paper Size
Tray 1	60 - 90 g/m^2	250 sheets (80 g/m^2)	B5 LEF, B5SEF, A4 LEF, A4 SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, B4 SEF, 16K LEF, 16K SEF, 8K SEF, A3 SEF, 11 x 17" SEF
Tray 2	60 - 90 g/m^2	500 sheets (70 g/m^2)	B5 LEF, B5SEF, A4 LEF, A4 SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, B4 SEF, 16K LEF, 16K SEF, 8K SEF, A3 SEF, 11 x 17" SEF
		450 sheets (80 g/m^2)	
Bypass Tray	60 - 110 g/m^2	50 sheets (70 g/m^2)	A4 LEF, A4 SEF, A3 SEF, B5 LEF, B5 SEF, B4 SEF, 8K SEF, 16K LEF, 16K SEF, 8.5 x 11" LEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, 5.5 x 8.5" SEF, A5 SEF, Custom size paper (Width: 139.0 - 297.0 mm; Length: 182.0 - 432.0 mm)

Supported Paper Types

The following table shows the paper types that are supported by each of the trays and the Duplex Module.

Paper Type	Weight (g/m^2)	Tray 1	Tray 2	Bypass Tray	Duplex Module
Plain Paper	60 - 90	O	O	O	O*
Recycled Paper		O	O	O	O
Transparencies	-	X	X	O	X
Labels	-	O	O	O	X
Heavyweight	90 - 110	X	X	O	X

O: Available

X: Not available

*: Paper weight is 70 - 90 g/m^2 for the Duplex Module

Storing and Handling Paper

Storing paper

- Store paper in dry conditions. Paper that has absorbed moisture can cause paper jams and image quality deterioration.

- Once you remove the packaging from the paper, keep the unused paper wrapped. To reduce moisture, apply preventive measures such as placing desiccant (moisture absorber) in the storage area.

- Paper should be stored on a flat surface to prevent creasing or warping.

Loading paper into the trays

- Align the edges of the paper stack neatly before loading it in the trays.

- Do not use paper that is folded, creased, curled, or badly damaged.

- Do not load paper of mixed sizes together in the trays.

- Transparencies and labels often cause paper jams if any sheets are stuck together. Fan the edges well before loading.

- When continuously printing onto transparencies, remove them from the Output Tray every 20 sheets or so to prevent them from sticking together.

- When loading labels in the tray, if any of the labels have already been peeled off or cut off, it may cause a paper jam.

Loading Paper in the Trays

This section describes how to load paper in the trays.

Paper loaded in the trays

After loading paper in a tray, you need to manually specify the size and orientation of paper on the Control Panel.

For information on how to set the size and orientation of paper that is loaded in the trays, refer to *Specifying the Size and Orientation of Paper Loaded in the Trays on page 48*.

Automatic Tray Switching

If the machine runs out of paper during copying or printing, this feature allows the machine to automatically select an alternative tray that is loaded with the same size and orientation of paper.

To use this feature for a copy job, enable Automatic Tray Switching (menu number: 163) in the system settings. If two trays are loaded with paper of the same size and orientation, the machine selects a tray based on the priority set under Tray Priority for Automatic Paper Selection (menu number: 22) in the system settings.

For information on how to configure the system settings, refer to the System Administration Guide.

NOTE: The Automatic Tray Switching feature is available only when the machine is fitted with the optional Paper Tray 2.

NOTE: Automatic Tray Switching does not include the Bypass Tray.

Loading Paper in Tray 1

If the machine runs out of paper in Tray 1 during copying or printing, the Tray 1 indicator flashes on the Machine Diagram (mimic), and the error code appears in the Display. Copying or printing automatically resumes when a sufficient amount of paper is loaded in Tray 1.

The following procedure describes how to load paper in Tray 1.

NOTE: Before loading paper in the tray, fan the edges. This separates any sheets of paper that are stuck together, and reduces the possibility of paper jams.

1. Pull out Tray 1 towards you.

NOTE: While the machine processes a job, do not pull out the tray in use.
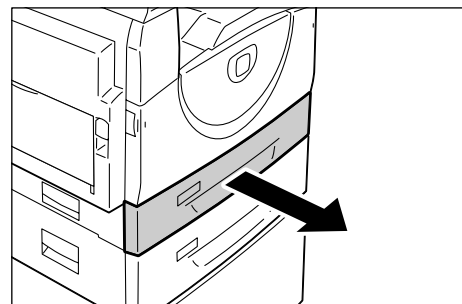
2. Push down the metal plate to the bottom of the tray.

NOTE: Do not add a new stack of paper on top of the remaining paper in the tray. Remove the remaining paper in the tray, put it on top of the new stack of paper, align the edges neatly, then load the stack of paper in the tray. This reduces the possibility of a paper jam.
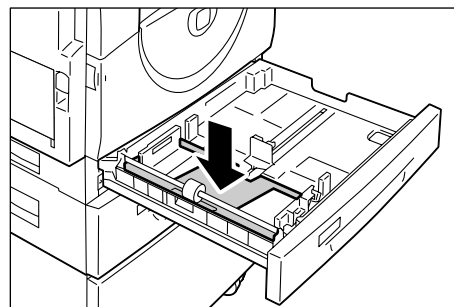
3. Load paper neatly and tightly against the left corner of the tray, with the side to be printed facing up.
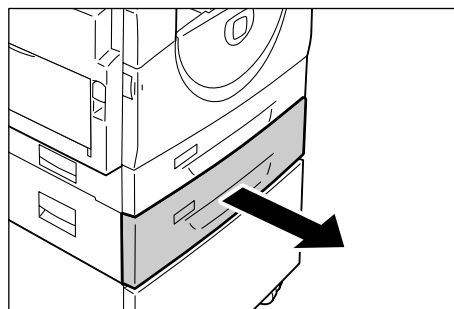
NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.
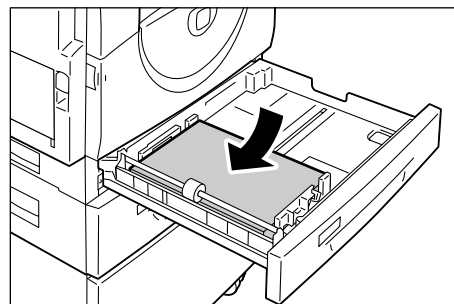
4. Adjust the three paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label.

NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam.

NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.
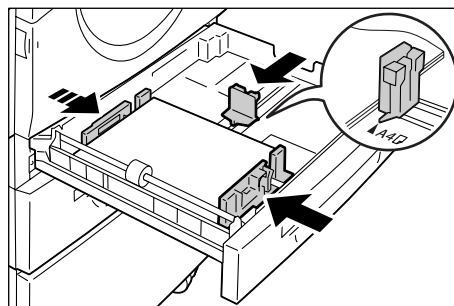
5. Push Tray 1 gently back into position.

Loading Paper in Tray 2

If the machine runs out of paper in Tray 2 during copying or printing, the Tray 2 indicator on the Machine Diagram (mimic) flashes, and the error code appears in the Display. Copying or printing automatically resumes when a sufficient amount of paper is loaded in Tray 2.

The following procedure describes how to load paper in Tray 2.

**NOTE:** Paper Tray 2 is an optional accessory.

NOTE: Before loading paper in the tray, fan the edges. This separates any sheets of paper that are stuck together, and reduces the possibility of paper jams.

1. Pull out Tray 2 towards you.

NOTE: While the machine processes a job, do not pull out the tray in use.

2. Load paper neatly and tightly against the left corner of the tray with the side to be printed facing up.

NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.

NOTE: Do not add a new stack of paper on top of the remaining paper in the tray. Remove the remaining paper in the tray, put it on top of the new stack of paper, align the edges neatly, then load the stack of paper in the tray. This reduces the possibility of a paper jam.
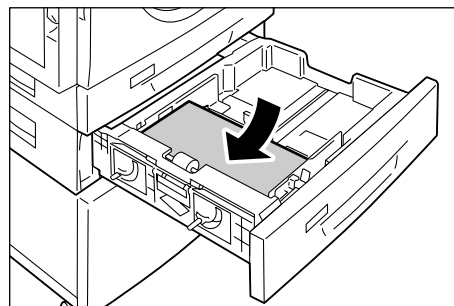
3. Adjust the three paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label.

NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam.

NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.
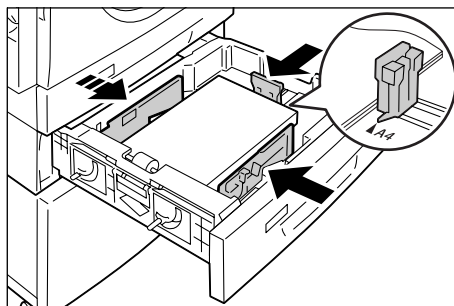
4. Push Tray 2 gently back into position.

Loading Paper in the Bypass Tray

The Bypass Tray holds non-standard size paper as well as standard size paper.

When printing on paper that cannot be loaded into Tray 1 or Tray 2, such as non-standard size paper, use the Bypass Tray.

The following procedure describes how to load paper in the Bypass Tray.

NOTE: Do not load a new stack of paper until the remaining paper in the tray runs out completely. Alternatively, remove the remaining paper before loading a new stack of paper.

NOTE: Before loading paper in the tray, fan the edges. This separates any sheets of paper that are stuck together, and reduces the possibility of paper jams.

**NOTE:** When using non-standard size paper for a print job (non-standard size paper cannot be used for a copy job), you must register the paper size in the print driver and set the paper size to [CUS] on the Control Panel in advance. For information on how to specify a custom paper size in the print driver, refer to the PCL Print Driver CD-ROM. For information on how to specify the size and orientation of paper that is loaded, refer to *Specifying the Size and Orientation of Paper Loaded in the Trays on page 48*.

1. Open the Bypass Tray.
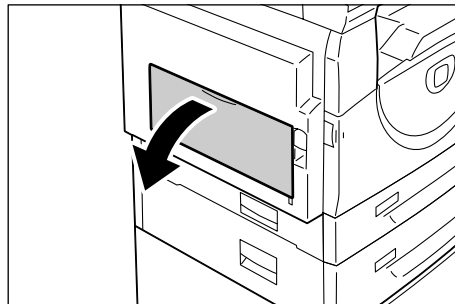
2. Slide out the Extension Flap.
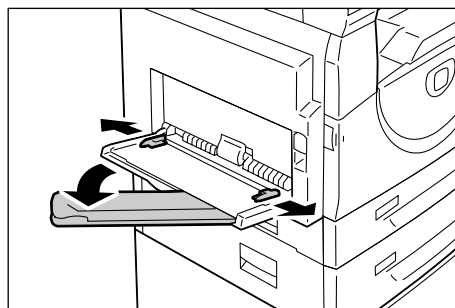
3. Load paper with the side to be copied or printed facing down.

NOTE: Do not load mixed types or mixed sizes of paper together in the Bypass Tray.

NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.

NOTE: Depending on the type of paper, paper may not feed into the machine properly, or may cause image quality deterioration.
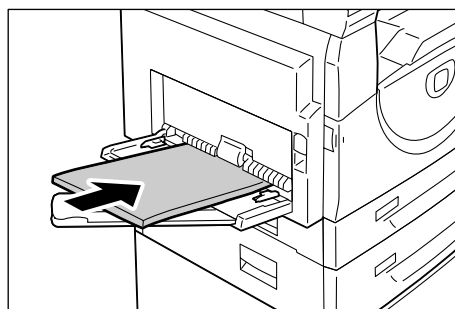
4. Adjust the paper guides to just touch the edges of the paper.

NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam.

NOTE: If paper runs out in the Bypass Tray during a job, reload paper in the Bypass Tray and press the <Start> button.
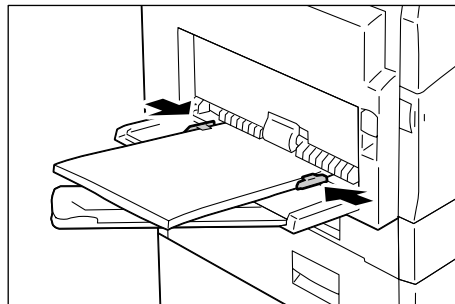
Changing the Size and Orientation of Paper in the Trays

This section describes how to replace paper in the trays with a different size and orientation of paper, and how to specify the size and orientation of the paper.

NOTE: When using non-standard size paper for a print job (non-standard size paper cannot be used for a copy job), load the paper in the Bypass Tray. You must register the paper size in the print driver and set the paper size to [CUS] on the Control Panel in advance. For information on how to specify a custom paper size in the print driver, refer to the PCL Print Driver CD-ROM. For information on how to specify the size and orientation of paper that is loaded, refer to *Specifying the Size and Orientation of Paper Loaded in the Trays on page 48*.

Changing the Size and Orientation of Paper in Tray 1

The following procedure describes how to change the size and orientation of paper in Tray 1.

1. Pull out Tray 1 towards you.

NOTE: While the machine processes a job, do not pull out the tray in use.
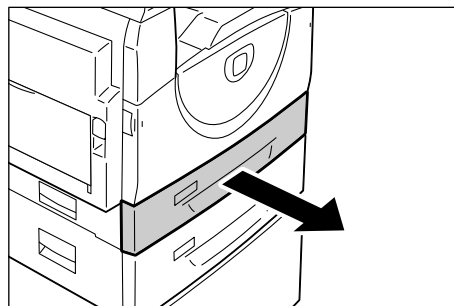
2. Remove the remaining paper.
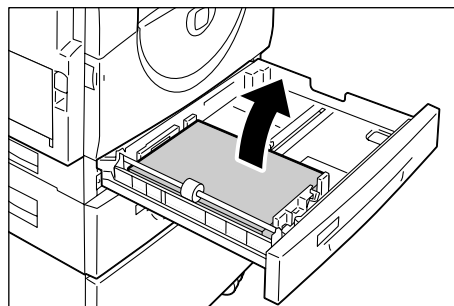
3. Push down the metal plate to the bottom of the tray.
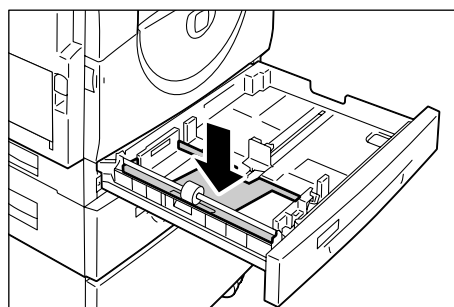
4. Slide the paper guides towards the front and back of the tray.
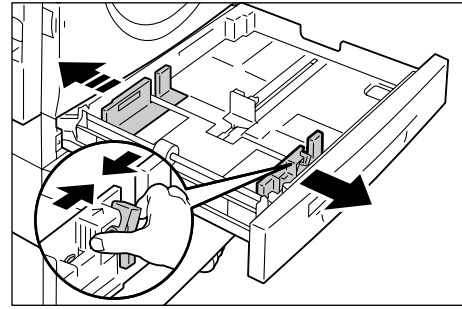
5. Slide the paper guide to the right.
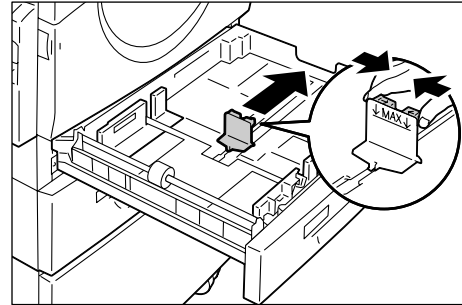
6. Load the paper neatly and tightly against the left corner of the tray, with the side to be printed facing up.

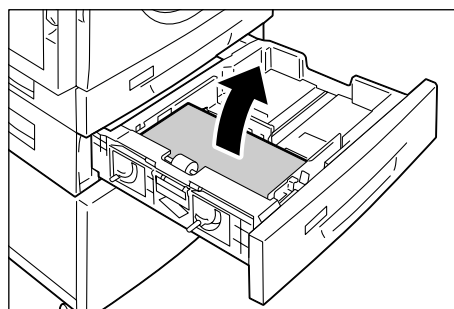**NOTE:** Do not load mixed types or mixed sizes of paper together in Tray 1.

NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.
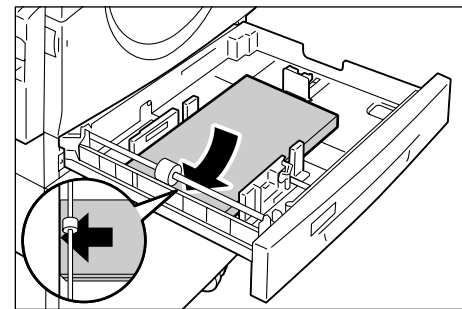
7. Adjust the paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label.

NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam.

NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.
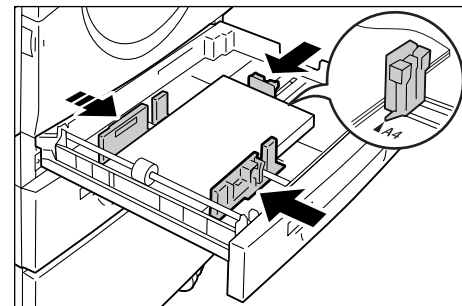
8. Push Tray 1 gently back into position.

9. Specify the paper size and orientation on the Control Panel.

For information on how to specify the paper size and paper orientation, refer to *Specifying the Size and Orientation of Paper Loaded in the Trays on page 48*.

Changing the Size and Orientation of Paper in Tray 2

The following procedure describes how to change the size and orientation of paper in Tray 2.
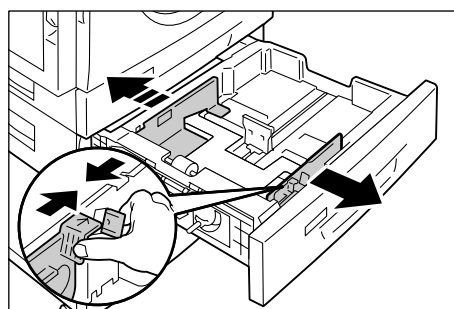
1. Pull out Tray 2 towards you.

NOTE: While the machine processes a job, do not pull out the tray in use.
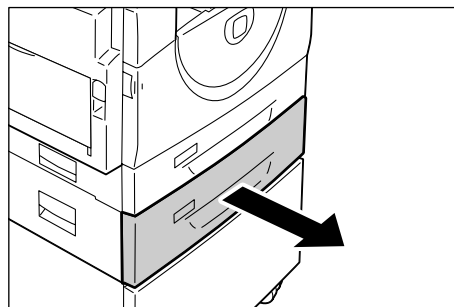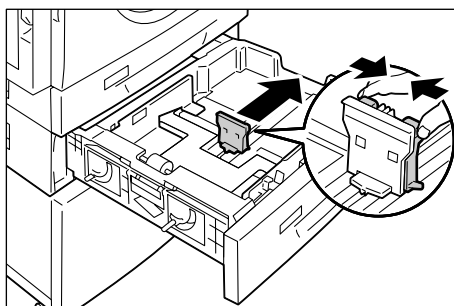
2. Remove the remaining paper.

*3.* Slide the paper guides towards the front and back of the tray.

4. Slide the paper guide to the right.

5. Load a new stack of paper neatly and tightly against the left corner of the tray, with the side to be printed facing up.

NOTE: Do not load mixed types or mixed sizes of paper together in Tray 2.

NOTE: Do not load paper above the maximum fill line as it may cause a paper jam or a machine malfunction.
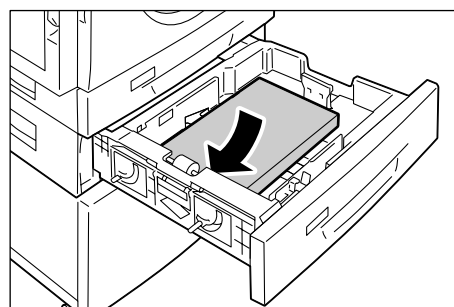
6. Adjust the paper guides to just touch the edges of the paper, and align the arrow on the right paper guide with the appropriate paper size marking on the label.

NOTE: If you do not adjust the paper guides correctly, it may result in a paper jam.

NOTE: If loading a relatively thin stack of paper in the tray, when tightly adjusting the right paper guide up against the edge of the paper, the stack of paper can become warped. This will not result in a paper jam as long as the paper guide arrow is correctly aligned with the appropriate paper size marking on the label.
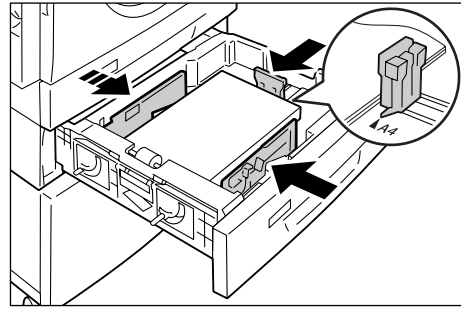
7. Push Tray 2 gently back into position.

8. Specify the paper size and orientation on the Control Panel.

For information on how to specify the paper size and paper orientation, refer to *Specifying the Size and Orientation of Paper Loaded in the Trays on page 48*.

Specifying the Size and Orientation of Paper Loaded in the Trays

After loading paper in the trays, you must manually specify the size and orientation of the paper.

The following procedure describes how to specify on the Control Panel the size and orientation of the paper.
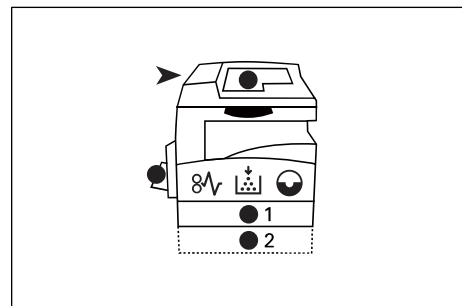
1. Hold down the <Paper Supply> button for four seconds.

The machine enters the Paper Setting Mode.
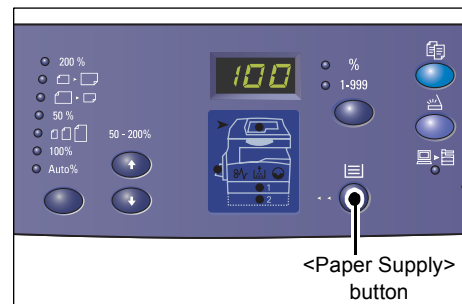
<Paper Supply> button

2. Press the <Paper Supply> button repeatedly until the desired tray indicator lights up on the Machine Diagram (mimic).

NOTE: When pressing the <Paper Supply> button, the size and orientation of paper in the selected tray appears in the Display.

3. Press the <Display Switch> button to scroll through the selections for size and orientation of the paper.

NOTE: When loading the custom size paper in the Bypass Tray for a print job (the custom size paper cannot be used for a copy job), you must set the paper size to [CUS] on the Control Panel, and then register the size of the custom paper in the print driver. For information on how to specify a custom paper size in the print driver, refer to the PCL Print Driver CD-ROM.
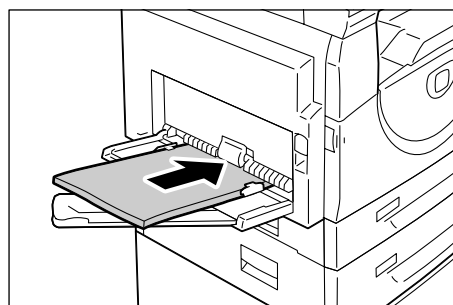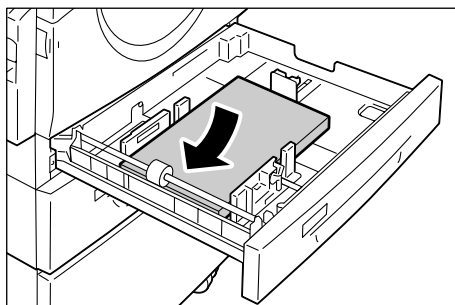

<Display Switch> button
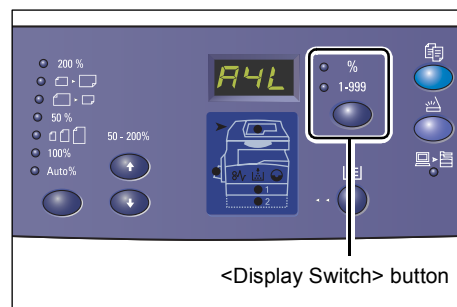
If you do not know which orientation the paper is loaded in the trays

NOTE: Load the custom size paper in the Bypass Tray. Do not load the custom size paper in Tray 1 or Tray 2.
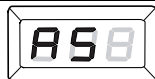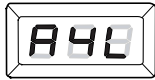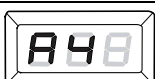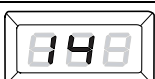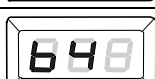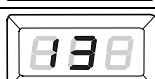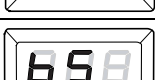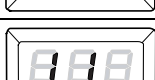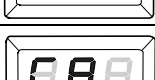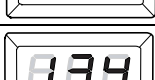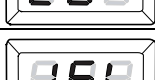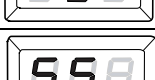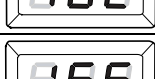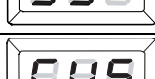
• If paper is loaded as shown in the diagrams below, the orientation is LEF.
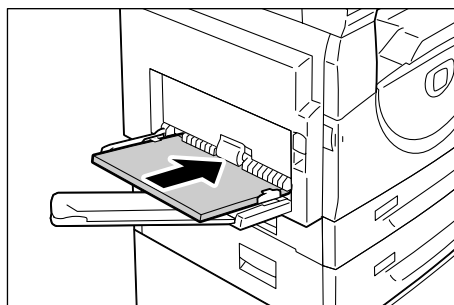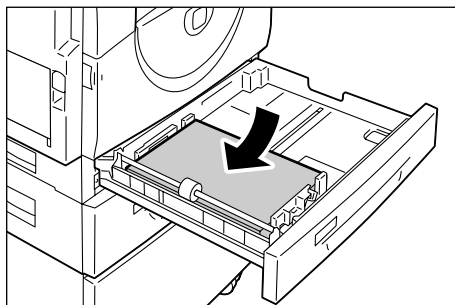
• If paper is loaded as shown in the diagrams below, the orientation is SEF.

• Changing sequence

Sequence	What appears in the Display	Size / Orientation	Sequence	What appears in the Display	Size / Orientation
1	A3	A3 / SEF	10	A5	A5 / SEF
2	A4L	A4 / LEF	11	17	11 x 17" / SEF
3	A4	A4 / SEF	12	14	8.5 x 14" / SEF
4	b4	B4 / SEF	13	13	8.5 x 13" / SEF
5	b5L	B5 / LEF	14	11L	8.5 x 11" / LEF
6	b5	B5 / SEF	15	11	8.5 x 11" / SEF
7	C8	8K / SEF	16	134	8.5 x 13.4" / SEF
8	16L	16K / LEF	17	55	5.5 x 8.5" / SEF
9	165	16K / SEF	18	CUS	Custom paper size

NOTE: When Tray 1 or Tray 2 is selected, [A5], [55], and [CUS] do not appear in the Display.

4. Press the <Start> button to confirm the selected size and orientation of paper.

The machine exits the Paper Setting Mode.

<Start> button
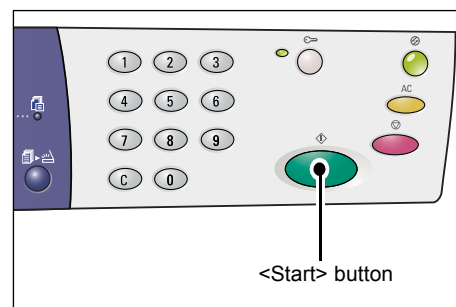
4 Copying

This chapter describes the basic copying procedure and copy features available on the machine.

Copying Procedure

This section describes the basic copy procedure.

- If Copy Auditron is disabled on the machine, proceed to Step 1.

- If Copy Auditron is enabled on the machine, refer to *Logging in to the Machine on page 68* to log in to the machine before proceeding to Step 1.

For more information about the Copy Auditron feature, refer to the Accounting and Securities chapter in the System Administration Guide.

NOTE: If the machine receives a print job while you are setting the copy options on the Control Panel, the copy operation will be interrupted until the print job is finished. After the machine has finished printing, you can continue the remaining settings for the copy job.

1. Press the <Copy> button.

<Copy> button
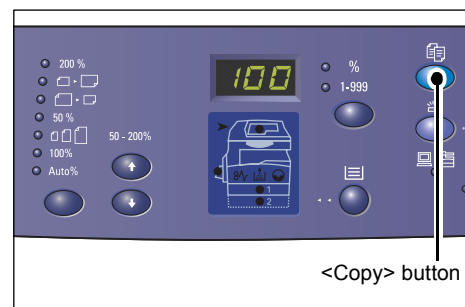
2. Load a document.

• When copying a document from the Document Feeder

1) Place a document face up in the center of the Document Feeder.

NOTE: The indicator on the Machine Diagram (mimic) lights up when a document is loaded correctly in the Document Feeder.

2) Adjust the document guides to just touch the edges of the loaded document.

NOTE: If the size of the loaded document is smaller than any standard sizes, the edges of the loaded document may create a shadow, and may appear to have an outline on the copied output.

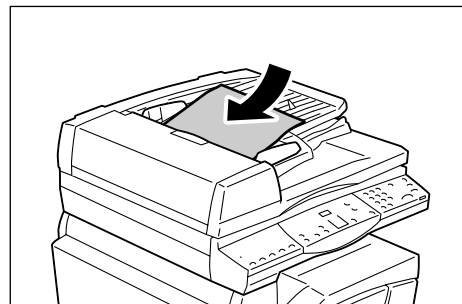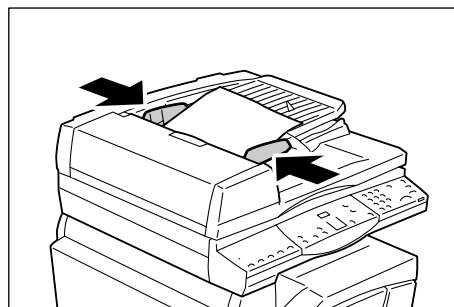• When copying a document from the Document Glass

1) Open the Document Cover.
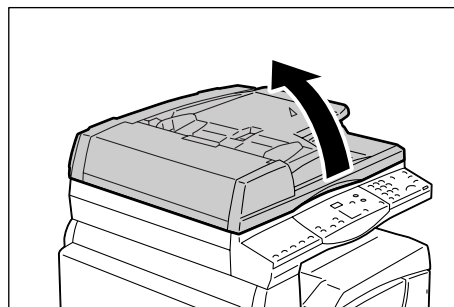
2) Place a document face down on the Document Glass, and align it with the top left corner.

NOTE: If the size of the loaded document is smaller than any standard sizes, the edges of the loaded document may create a shadow, and may appear to have an outline on the copied output.
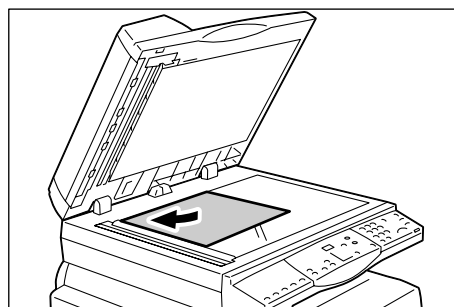
3) Close the Document Cover.

3. Specify copy features as necessary.

<Reduce/Enlarge> button / <Variable Ratio> button

Select the zoom ratio.

For more information, refer to *<Reduce/Enlarge> button on page 28* and *<Variable Ratio> button on page 28*.

<Lighten/Darken> button

Select the density of the output copies.

For more information, refer to *<Lighten/Darken> button on page 30*.

<Original Size> button

Select the original document size when selecting the N-up feature.

For more information, refer to *<Original Size> button on page 30*.

<N-up/ID Card Copy> button

Select the N-up feature or the ID Card Copy feature.

For more information on the N-up and ID Card Copy features, refer to *<N-up/ID Card Copy> button on page 31*.

For information on how to make copies using the N-up feature, refer to *4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet) on page 56*.

For information on how to make copies using the ID Card Copy feature, refer to *ID Card Copies (Copying an ID Card-shaped Document onto a Sheet) on page 66*.

<Original Type> button

Select the original document type.

For more information, refer to *<Original Type> button on page 32*.

<2-sided> button

Select whether to copy on one side or both sides of a sheet.

For more information, refer to *<2-sided> button on page 32*.

<Copy Output> button

Select whether or not to collate the output.

For more information, refer to *<Copy Output> button on page 33*.

4. Press the <Paper Supply> button to select a tray.

NOTE: Press the <Paper Supply> button repeatedly until the desired tray is lit on the Machine Diagram (mimic). For information on the <Paper Supply> button, refer to *<Paper Supply> button on page 26*.

<Paper Supply> button

NOTE: When Tray 1 and Tray 2 are lit simultaneously, the machine selects a tray automatically.

NOTE: When pressing the <Paper Supply> button, the size and orientation of paper in the selected tray appears in the Display for three seconds. After that, the Display switches back to the previously displayed value.

5. Enter the copy quantity using the numeric keypad. The entered number appears in the Display.

NOTE: If you have entered an incorrect value, press the <C> button to clear the wrongly entered value.

<C> button   Numeric keys
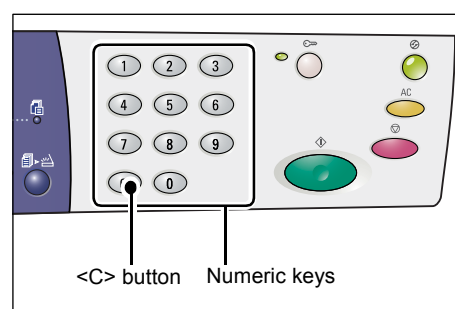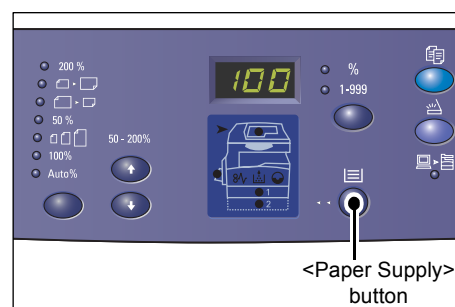
6. Press the <Start> button to start the copy job.
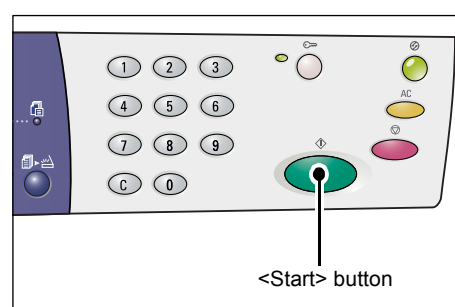
<Start> button

NOTE: When using the Document Glass with certain copy features, such as Collate, 2-sided, and N-up, the indicator next to the <Scan Completed> button blinks after the first page has been scanned. Load and scan the next page while the button is blinking. After scanning the last page of your document, press the <Scan Completed> button.

<Scan Completed>
button

Loading Documents

When loading an original document to copy, you can place it on the Document Glass, or load it in the Document Feeder. This section describes how to place documents on the Document Glass and in the Document Feeder. Information is also given on the capacity and the supported document types for the Document Glass and the Document Feeder.

Document Glass

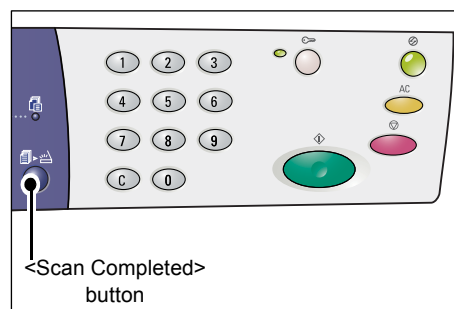The Document Glass supports a single sheet, a book, and other similar types of original documents in sizes up to 297 x 432 mm. The machine does not automatically detect the size of the original document that is placed on the Document Glass.

NOTE: Close the Document Cover while scanning a document on the Document Glass. Do not leave the Document Cover open when not in use.

1. Open the Document Cover.
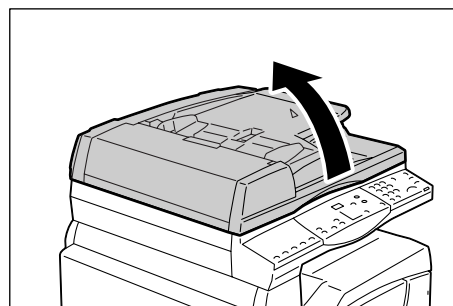
2. Place the document face down on the Document Glass, and align it with the top left corner.

LEF orientation

SEF orientation
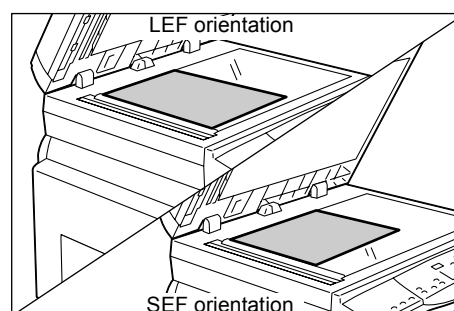
3. Close the Document Cover.

Document Feeder

The Document Feeder automatically feeds and scans documents in sizes from 148 x 210 mm (A5) to 297 x 432 mm (A3, 11 x 17"). It is capable of detecting the standard document sizes, and supports up to 50 sheets of 80 g/m^2 paper.

If you have non-standard size documents, use the Document Glass instead.

NOTE: Depending on the paper size table the machine is programmed to use, the document sizes that can be detected by the Document Feeder change. Switch the paper size table as necessary in the System Setting Mode (menu number: 21). For information about the document sizes detectable by the Document Feeder, refer to the Appendix in the System Administration Guide.

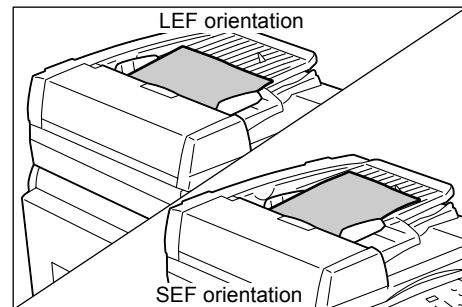*1.* Remove any paper clips and staples from the original document before loading.

2. Place the document face up in the center of the Document Feeder.

NOTE: The indicator on the Machine Diagram (mimic) lights up when a document is loaded correctly in the Document Feeder.

3. Adjust the document guides to just touch the edges of the loaded document.

NOTE: If the size of the loaded document is smaller than any standard sizes, the edges of the loaded document may create a shadow, and may appear to have an outline on the copied output.
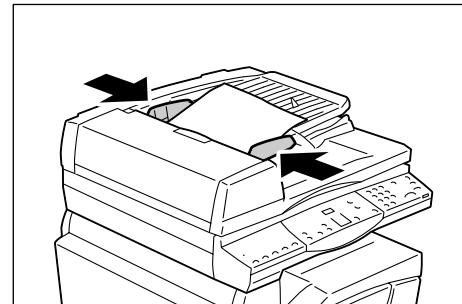
Clearing All the Features

This section explains how to clear the specified copy features.

1. Press the <AC> button.
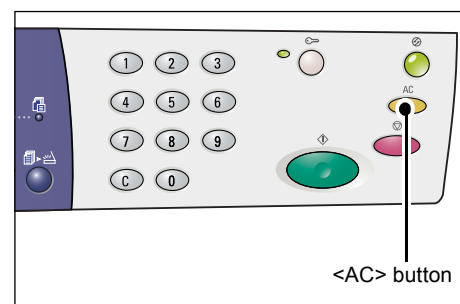
Canceling a Copy Job

The following procedure describes how to cancel a copy job.

1. Press the <Stop> button.

<Stop> button
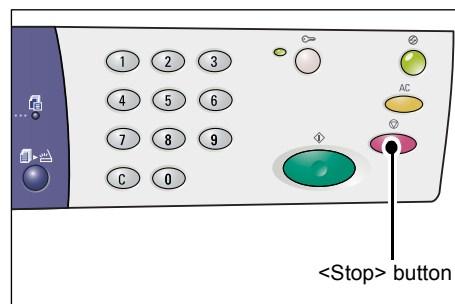
Making Special Copies

This section explains how to make copies using the N-up feature and the ID Card copy feature.

4-up/2-up Copies (Copying Multiple Pages onto a Single Sheet)

The following procedure describes how to copy multiple pages of documents onto one side of a single sheet of paper.

If using the Document Glass to scan documents
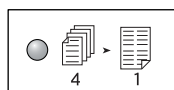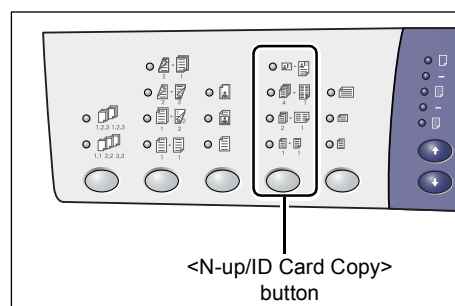
1. Press the <N-up/ID Card Copy> button to select the N-up feature.

<N-up/ID Card Copy> button

4-up
Copies four pages of the original documents onto one side of the sheet.
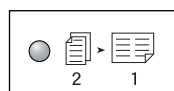
2-up
Copies two pages of the original documents onto one side of the sheet.

2. Press the <Original Size> button to select the original document size, and load the document as shown in the charts in the following pages.
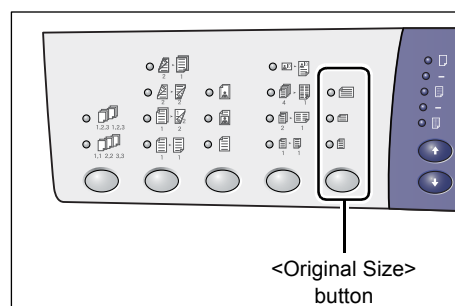
<Original Size> button

NOTE: This button is selectable when using the Document Glass with the N-up feature. The button is not selectable when using the Document Feeder as the size of the original document is automatically detected.

NOTE: The paper size table can be switched between metric ([A/B Series (8K/16K)]) and inches ([Inch Series (8.5 x 13")], [Inch Series (8.5 x 13.4")], [Inch Series]) when the machine is in the System Setting Mode (menu number: 21). For more information on the system settings, refer to the System Administration Guide. The following three options change depending on the selected paper size table.
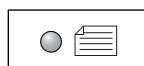
Inches: 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, 8.5 x 13" SEF
Metric: A3 SEF, B4 SEF

Select this when the document size is 11 x 17", 8.5 x 14", 8.5 x 13.4", 8.5 x 13", A3, or B4, and when scanning documents in the SEF orientation.
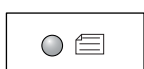
Inches: 8.5 x 11" SEF
Metric: A4 SEF, B5 SEF

Select this when the document size is 8.5 x 11", A4, or B5, and when scanning documents in the SEF orientation.

Inches: 8.5 x 11" LEF
Metric: A4 LEF, B5 LEF

Select this when the document size is 8.5 x 11", A4, or B5, and when scanning documents in the LEF orientation.

If the document is 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, or 8.5 x 13" SEF (A3 SEF or B4 SEF if the paper size table is metric)
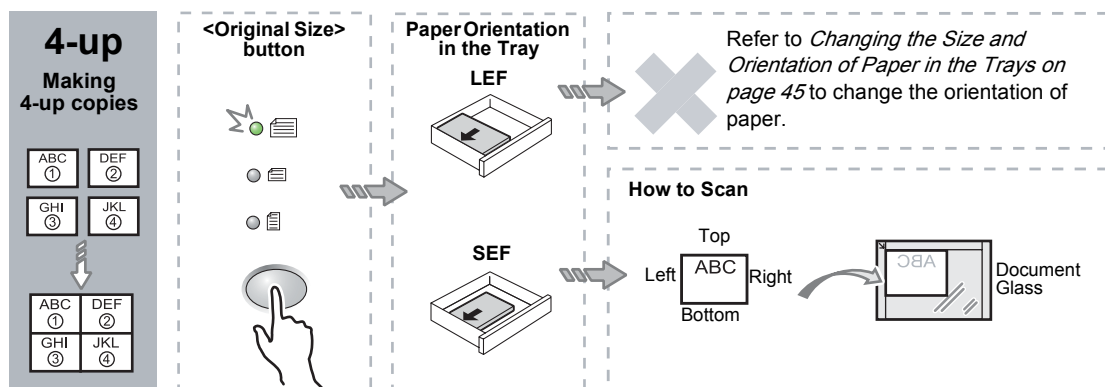
If the document is 8.5 x 11" SEF (A4 SEF or B5 SEF if the paper size table is metric)

If the document is 8.5 x 11" LEF
(A4 LEF or B5 LEF if the paper size table is metric)

4-up	<Original Size> button	Paper Orientation in the Tray	How to Scan
Making 4-up copies		**LEF**	
		SEF	Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.
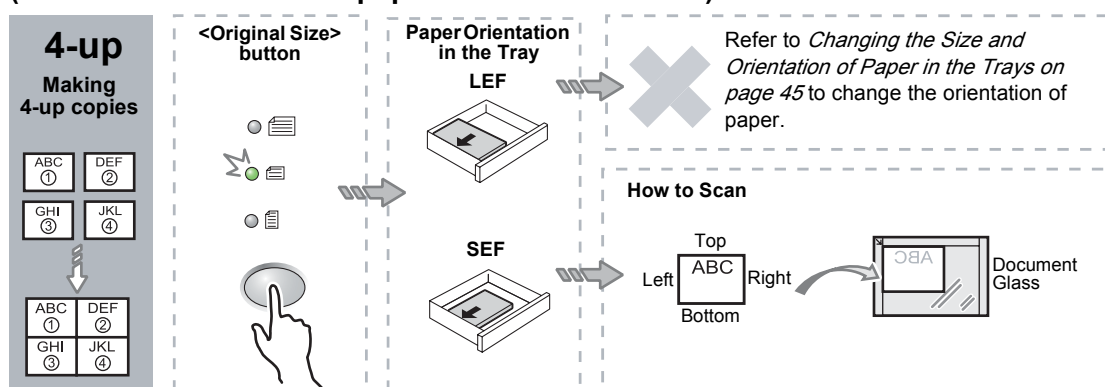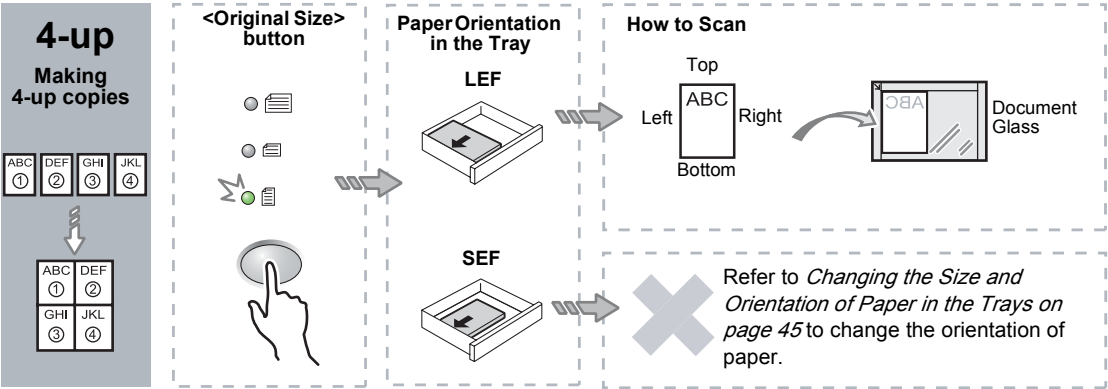
If the document is 11 x 17" SEF
(A3 SEF or B4 SEF if the paper size table is metric)

NOTE: The 2-up copies of 8.5 x 14" SEF, 8.5 x 13.4" SEF, or 8.5 x 13" SEF cannot be made.

2-up	<Original Size> button	Paper Orientation in the Tray	How to Scan
Making 2-up copies		**LEF**	
		SEF	Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.

If the document is 8.5 x 11" SEF
(A4 SEF or B5 SEF if the paper size table is metric)

2-up	<Original Size> button	Paper Orientation in the Tray	How to Scan
Making 2-up copies		**LEF**	Top Left ABC Right Bottom → Document Glass
		SEF	Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.
		LEF	Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.
		SEF	Top Left ABC Right Bottom → Document Glass

If the document is 8.5 x 11" LEF
(A4 LEF or B5 LEF if the paper size table is metric)

2-up	<Original Size> button	Paper Orientation in the Tray	How to Scan
Making 2-up copies		**LEF**	Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.
		SEF	Top Left ABC Right Bottom → Document Glass
		LEF	Top Left ABC Right Bottom → Document Glass
		SEF	Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.

3. Press the <Paper Supply> button to select a tray that is loaded with an appropriate size and orientation of paper, as described in the tables below.
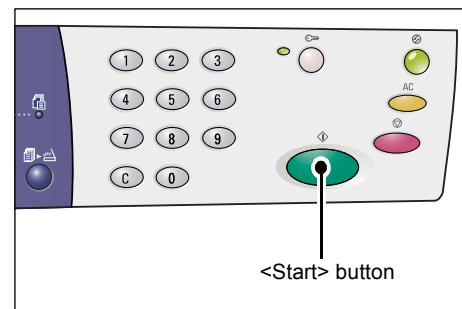

<Paper Supply> button
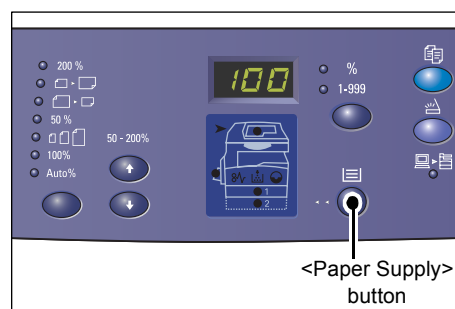
When the paper size table is inches

N-up	Document Size	Paper Size in the Tray
4-up	11 x 17" SEF	11 x 17" SEF
	8.5 x 14" SEF	8.5 x 14" SEF
	8.5 x 13" SEF	8.5 x 13" SEF
	8.5 x 13.4 SEF	8.5 x 13.4 SEF
	8.5 x 11" SEF	8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, A3 SEF, B4 SEF, 8K SEF
	8.5 x 11" LEF	8.5 x 11" LEF
2-up	11 x 17" SEF	8.5 x 11" LEF
	8.5 x 11" SEF	8.5 x 11" LEF, A4 LEF, B5 LEF, 16K LEF
	8.5 x 11" LEF	5.5 x 8.5" SEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, A4 SEF, A3 SEF, B5 SEF, B4 SEF, 16K SEF, 8K SEF

When the paper size table is metric

N-up	Document Size	Paper Size in the Tray
4-up	A3 SEF	A3 SEF
	B4 SEF	B4 SEF
	A4 SEF	A4 SEF, A3 SEF, 8K SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF
	B5 SEF	B5 SEF, B4 SEF
	A4 LEF	A4 LEF
	B5 LEF	B5 LEF
2-up	A3 SEF	A4 LEF
	B4 SEF	B5 LEF
	A4 SEF	A4 LEF, 16K LEF, 8.5 x 11" LEF
	A4 LEF	A5 SEF, A4 SEF, A3 SEF, 16K SEF, 8K SEF, 8.5 x 11" SEF, 8.5 x 13" SEF, 8.5 x 14" SEF, 8.5 x 13.4 SEF, 11 x 17" SEF
	B5 SEF	B5 LEF
	B5 LEF	B5 SEF, B4 SEF

4. Press the <Start> button to scan the loaded document.

<Start> button

The indicator next to the <Scan Completed> button blinks.
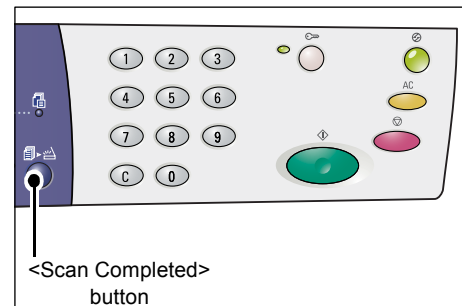
<Scan Completed> button

5. Load the next document on the Document Glass in the same orientation as the previously scanned document.

LEF orientation

SEF orientation
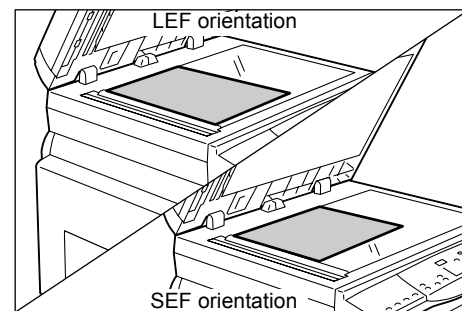
6. Press the <Start> button to scan the loaded document.

NOTE: After scanning the last document, press the <Scan Completed> button to start copying.
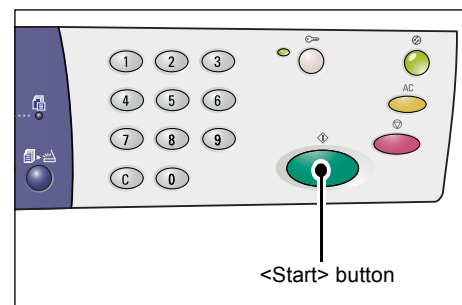
<Start> button

If using the Document Feeder to scan documents
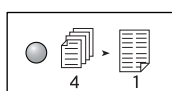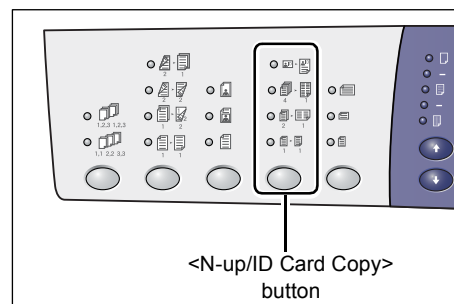
1. Press the <N-up/ID Card Copy> button to select the N-up feature.

<N-up/ID Card Copy>
button

4-up
Copies four pages of the original documents onto one side of the sheet.
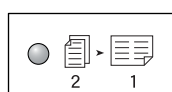
2-up
Copies two pages of the original documents onto one side of the sheet.

2. Load the document as described in the charts below.
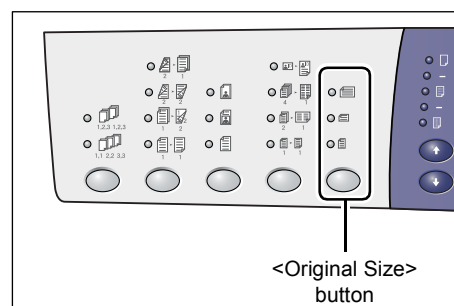
<Original Size>
button

NOTE: Depending on the paper size table the machine is programmed to use, the document sizes that can be detected by the Document Feeder change. Switch the paper size table as necessary in the System Setting Mode (menu number: 21). For information about the document sizes detectable by the Document Feeder, refer to the Appendix in the System Administration Guide.

If the document is 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, 8.5 x 13" SEF, 8.5 x 11" SEF, 5.5 x 8.5" SEF, A3 SEF, B4 SEF, A4 SEF, B5 SEF, A5 SEF, or 8K SEF

4-up
Making 4-up copies

| ABC ① | DEF ② |
| GHI ③ | JKL ④ |

| ABC ① | DEF ② |
| GHI ③ | JKL ④ |

Paper Orientation in the Tray

LEF

Refer to *Changing the Size and Orientation of Paper in the Trays on page 45* to change the orientation of paper.

How to Scan

SEF

Top
Left | ABC | Right
Bottom

ABC

Document Feeder
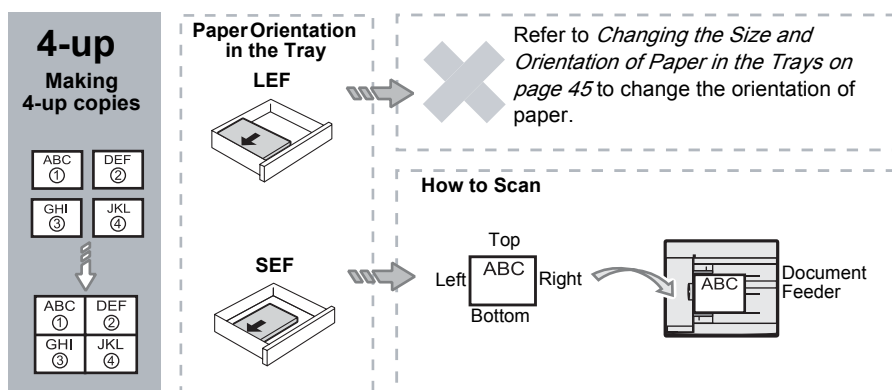
If the document is 8.5 x 11" LEF, 7.25 x 10.5" LEF, 5.5 x 8.5" LEF, A4 LEF, B5 LEF, A5 LEF, or 16K LEF

If the document is 11 x 17" SEF, 8.5 x 14" SEF, 8.5 x 13.4" SEF, 8.5 x 13" SEF, 8.5 x 11" SEF, 5.5 x 8.5" SEF, A3 SEF, B4 SEF, A4 SEF, B5 SEF, A5 SEF, or 8K SEF

If the document is 8.5 x 11" LEF, 7.25 x 10.5" LEF, 5.5 x 8.5" LEF, A4 LEF, B5 LEF, A5 LEF, or 16K LEF

3. Press the <Paper Supply> button to select a tray that is loaded with an appropriate size and orientation of paper, as described in the table below.

<Paper Supply> button

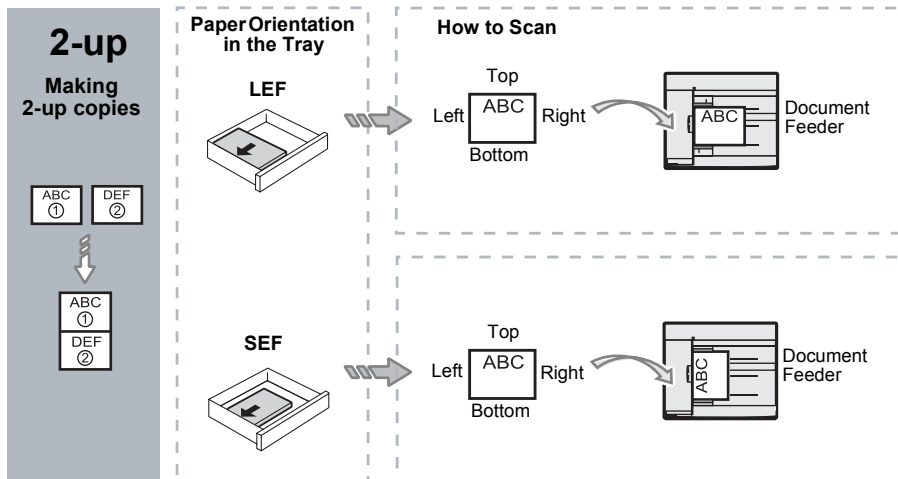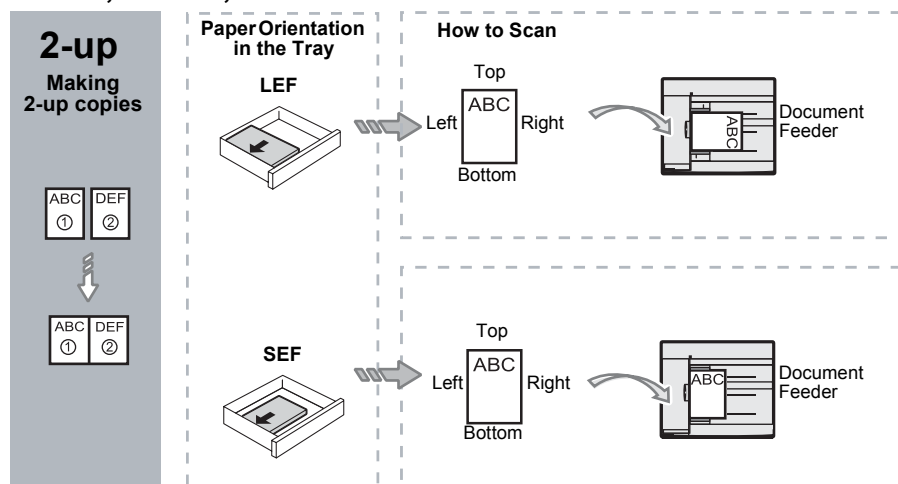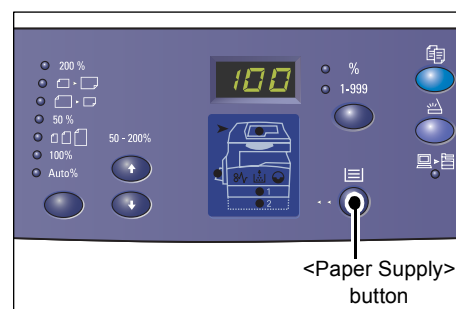| N-up	Document Size	Paper Size in the Tray
4-up	11 x 17" SEF	11 x 17" SEF
	8.5 x 14" SEF	8.5 x 14" SEF, 11 x 17" SEF, B4 SEF, A3 SEF, 8K SEF,
	8.5 x 13.4 SEF	8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, B4 SEF, A3 SEF, 8K SEF
	8.5 x 13" SEF	8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, B4 SEF, A3 SEF, 8K SEF
	8.5 x 11" SEF	8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, B4 SEF, A3 SEF, 8K SEF
	5.5 x 8.5" SEF	5.5 x 8.5" SEF, 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, A3 SEF, B5 SEF, A4 SEF, B4 SEF, 16K SEF, 8K SEF
	8.5 x 11" LEF	8.5 x 11" LEF
	7.25 x 10.5" LEF	8.5 x11" LEF, A4 LEF, 16K LEF
	5.5 x 8.5" LEF	8.5 x11" LEF, B5 LEF, A4 LEF, 16K LEF
4-up	A3 SEF	A3 SEF
	B4 SEF	B4 SEF, 8K SEF, A3 SEF, 11 x 17" SEF
	A4 SEF	A4 SEF, B4 SEFA3 SEF, 8K SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF,
	B5 SEF	A3 SEF, B5 SEF, A4 SEF, B4 SEF, 16K SEF, 8K SEF, 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF
	A5 SEF	A3 SEF, A5 SEF, B5 SEF, B4 SEF, 16K SEF, 8K SEF, A4 SEF, 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF
	8K SEF	A3 SEF, 8K SEF, 11 x 17" SEF
	A4 LEF	A4 LEF
	B5 LEF A5 LEF	B5 LEF, A4 LEF, 16K LEF, 8.5 x11" LEF
	16K LEF	A4 LEF, 8.5 x11" LEF, 16K LEF

N-up	Document Size	Paper Size in the Tray
2-up	11 x 17" SEF	8.5 x 11" LEF
	8.5 x 14" SEF 8.5 x 13.4" SEF 8.5 x 13" SEF 8.5 x 11" SEF 5.5 x 8.5" SEF	8.5 x 11" LEF, B5 LEF, A4 LEF, 16K LEF
	8.5 x 11" LEF	5.5 x 8.5 SEF, 8.5 x11" SEF,8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, B5 SEF, A4 SEF, B4 SEF, A3 SEF, 16K SEF, 8K SEF
	7.25 x 10.5" LEF 5.5 x 8.5" LEF	5.5 x 8.5 SEF, 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF, B4 SEF, B5 SEF, A4 SEF, A3 SEF, A5 SEF, 16K SEF, 8K SEF
	A3 SEF	A4 LEF
	B4 SEF A4 SEF B5 SEF A5 SEF	B5 LEF, A4 LEF,16K LEF, 8.5 x 11" LEF
	A5 LEF	A3 SEF, A5 SEF, 5.5 x 8.5 SEF, B5 SEF, A4 SEF, B4 SEF, 16K SEF, 8K SEF, 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF
	8K SEF	A4 LEF, 16K LEF, 8.5 x 11" LEF
	A4 LEF	A3 SEF, A5 SEF, B5 SEF, A4 SEF, B4 SEF, 16K SEF, 8K SEF 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF
	B5 LEF 16K LEF	A3 SEF, A5 SEF, B5 SEF, A4 SEF, B4 SEF, 16K SEF, 8K SEF, 5.5 x 8.5 SEF, 8.5 x11" SEF, 8.5 x 13" SEF, 8.5 x 13.4" SEF, 8.5 x 14" SEF, 11 x 17" SEF

4. Press the <Start> button to start copying.


<Start> button
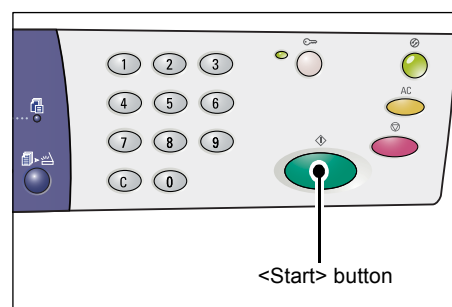
ID Card Copies (Copying an ID Card-shaped Document onto a Sheet)

The ID Card Copy feature is used to copy both sides of an ID card-shaped document onto one side of a sheet.

The following procedure describes how to copy an ID card-shaped document.

**NOTE:** When the ID Card Copy feature is selected, the zoom ratio is fixed to 100%.

1. Press the <N-up/ID Card Copy> button to select the ID Card Copy feature.

<N-up/ID Card Copy> button
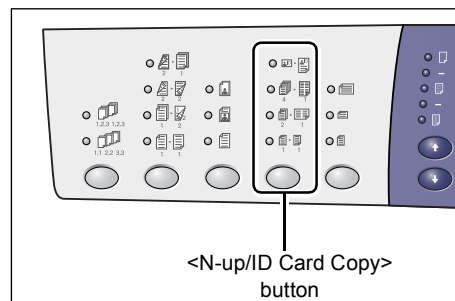
ID Card Copy

Copies an ID card-shaped document onto one side of a single sheet.

2. Place an ID card-shaped document on the Document Glass with the front side facing down, as described in *Orientation for an ID card-shaped document on page 67*.
When positioning the document, align it with the top left corner of the Document Glass.
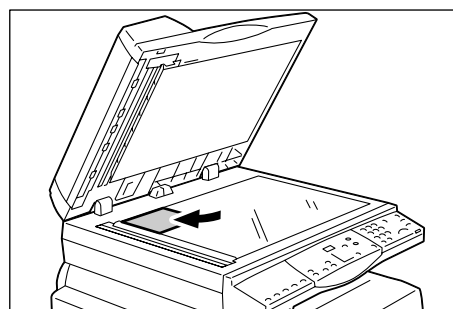
3. Close the Document Cover.

4. Press the <Start> button to start scanning the front side of the ID card-shaped document.
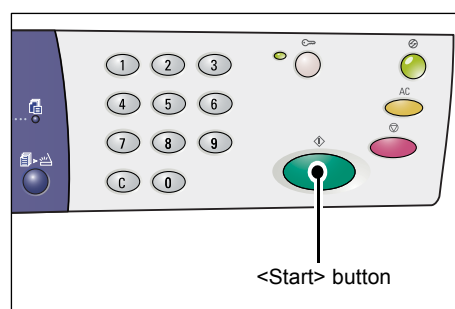
<Start> button

The indicator next to the <Scan Completed> button blinks.

<Scan Completed> button
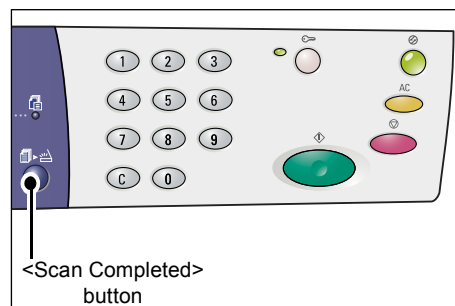
5. Flip over the ID Card-shaped document and place it with the reverse side facing down, as described in *Orientation for an ID card-shaped document on page 67*.
When positioning the document, align it with the top left corner of the Document Glass.
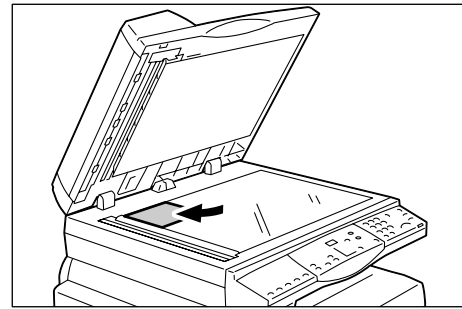
6. Close the Document Cover.

7. Press the <Start> button to start scanning the reverse side of the ID card-shaped document and to start copying.

Both sides of the ID card-shaped document are copied onto one side of a single sheet.

<Start> button
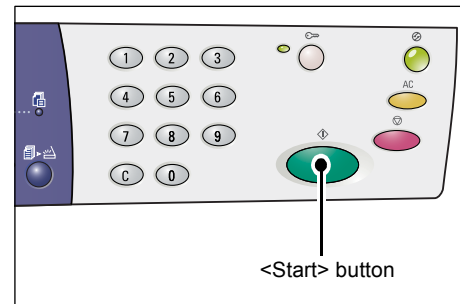
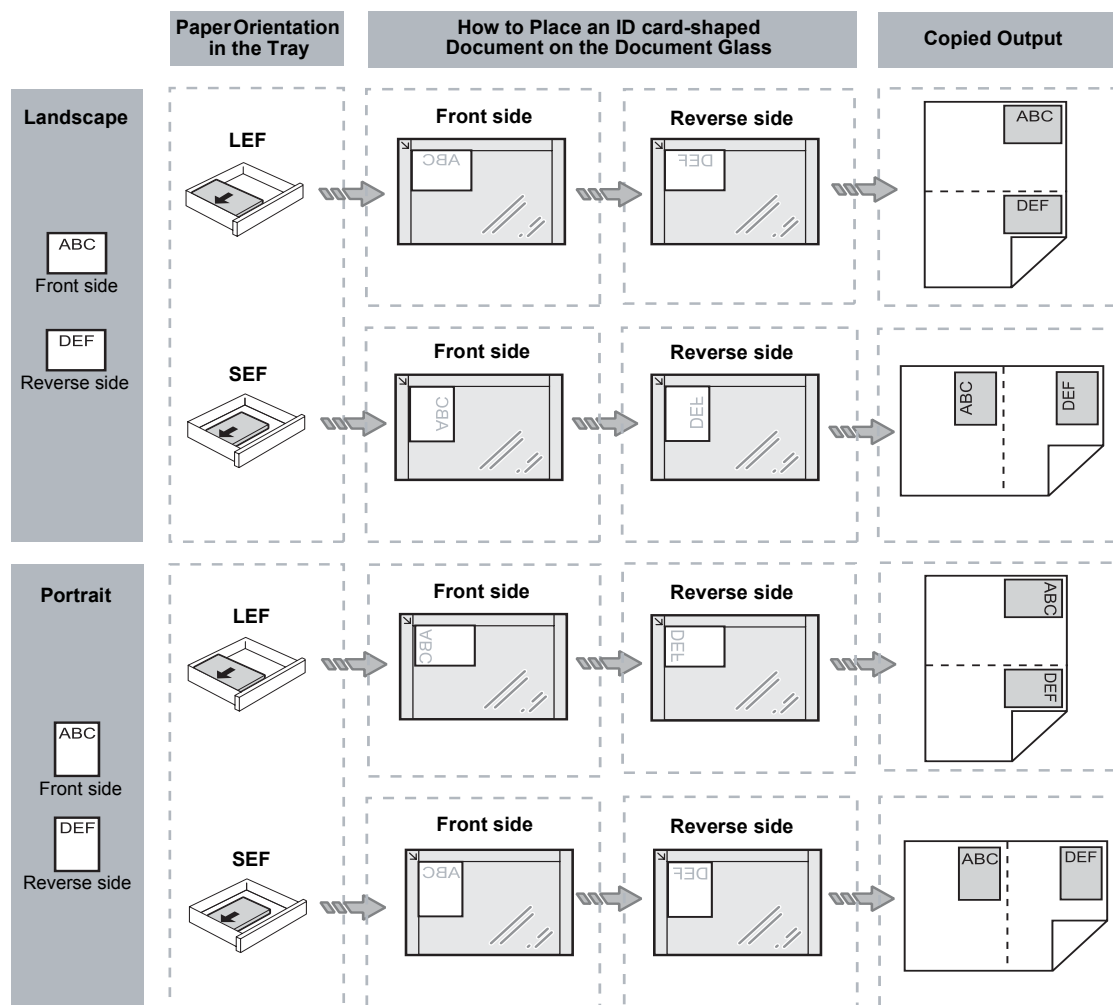## Orientation for an ID card-shaped document

The following chart shows how to place an ID card-shaped document on the Document Glass.

Logging in to the Machine

The following procedure describes how to log in to the machine when Copy Auditron is enabled on the machine. For information about the Copy Auditron feature, refer to the Accounting and Securities chapter in the System Administration Guide.

1. When Copy Auditron is enabled, [Id] appears blinking in the Display.
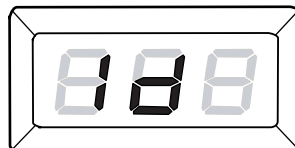
Enter a user ID using the numeric keypad.

NOTE: A user ID is a three-digit number.

The user ID that you have entered appears in the Display.

Numeric keys
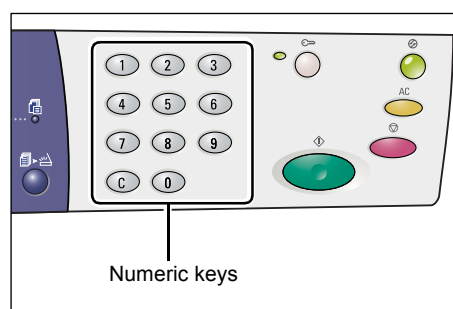
2. Press the <Start> button to confirm the entered user ID.

<Start> button
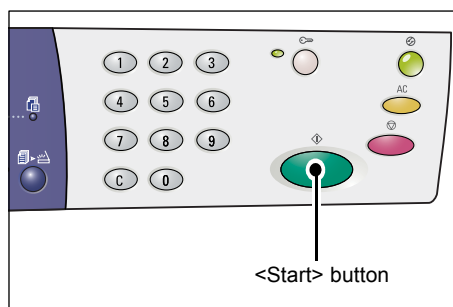
• If a passcode is not set for the user ID, the machine enters the Copy Mode, and [1] appears in the Display. Proceed to Step 5.
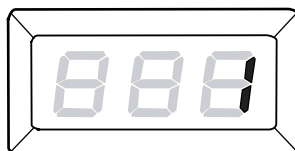
• If a passcode is set for the user ID, [---] appears in the Display. Proceed to Step 3.
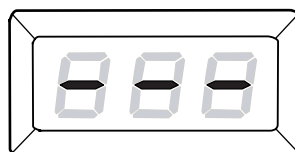
3. Enter a passcode which corresponds to the user ID that you just entered using the numeric keypad.

NOTE: If you have entered an incorrect value, press the <C> button to clear the wrongly entered value.

<C> button   Numeric keys
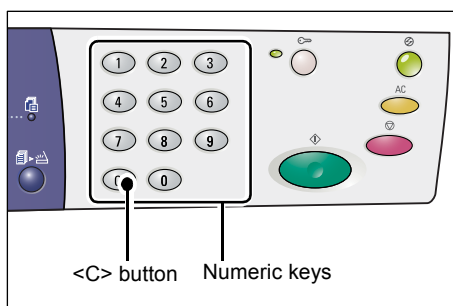
For security reasons, as you enter each digit of the passcode, a hyphen appears in the Display instead of the actual number that you enter.
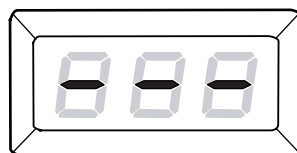
4. Press the <Start> button to confirm the entered passcode.
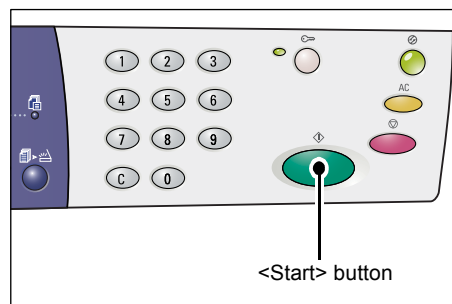
<Start> button

If the entered passcode is correct, the machine enters the Copy Mode, and [1] appears in the Display.
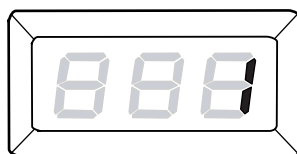
5. The indicator next to the <Log In/Out> button is lit while you are logged in to the machine.

NOTE: You do not need to log in to the machine for a scan job. If you wish to run a scan job after logging in, simply press the <Scan> button to switch the machine to the Scan Mode.

<Log In/Out> button
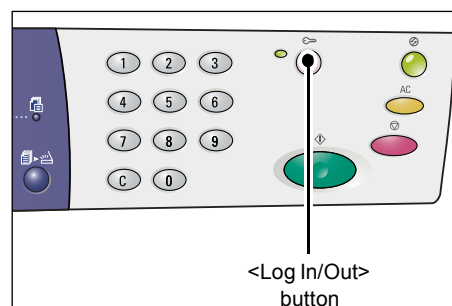
Viewing the Job Limits and the Total Number of Copies/Prints

If you have logged in under any user ID other than the System Administrator's ID, you can view the copy/print job limit set for the user ID, and the current number of copies/prints made under the user ID.

1. Log in to the machine under a user ID.

For information on how to log in to the machine, refer to *Logging in to the Machine on page 68*.

2. Press the required buttons on the Control Panel.

To view the copy job limit set for the user ID

Hold down the <6> button, and while holding down the <6> button, press the <Stop> button.

To view the current number of copies made under the user ID

Hold down the <7> button, and while holding down the <7> button, press the <Stop> button.

To view the print job limit set for the user ID

Hold down the <8> button, and while holding down the <8> button, press the <Stop> button.

To view the current number of prints made under the user ID

Hold down the <9> button, and while holding down the <9> button, press the <Stop> button.

If the displayed value has more than three digits

The following describes how a numerical value, which has more than three digits, appears in the Display.

NOTE: The value shown in this example is "21100".

1. First two digits of the value appears in the Display.
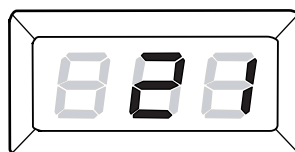
2. After four seconds, the second half of the numerical value appears sequentially in the Display.
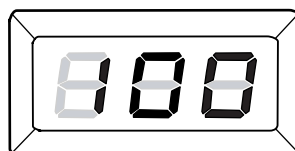
3. After another four seconds, the machine enters the Copy Mode, and [1] appears in the Display.
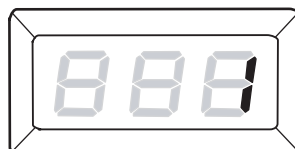
5 Scanning

This chapter describes the basic scanning procedure and how to check scanned documents stored in mailboxes. It also provides information on how to import the scanned documents to a computer and how to delete documents in a mailbox.

Scanning Procedure

You can scan documents on the machine and save the scanned data in a specified mailbox. To use the scan features, a mailbox must be created in advance using CentreWare Internet Services. For information on how to create a mailbox, refer to the Scanner Environment Settings chapter in the System Administration Guide.

The following procedure describes the basic scanning procedure.

NOTE: Before starting the scanning procedure, confirm the mailbox number that you want to save the scanned data to.

NOTE: If the machine is switched off, data currently being processed may be lost, and all the scanned data stored in mailboxes will be deleted.

**NOTE:** If the machine receives a print job while you are setting the scan options on the Control Panel, the scan operation will be interrupted until the print job is finished. After the machine has finished printing, you can continue the remaining settings for the scan job.

1. Press the <Scan> button.

The machine enters the Scan Mode.

<Scan> button
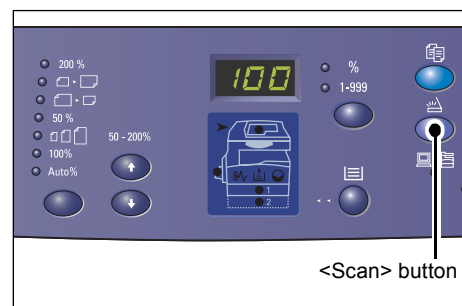
The letter [b] appears blinking in the Display.

2. Enter the mailbox number in which to store the scanned data, using the numeric keypad.

NOTE: The mailbox number "1" is used as an example in this procedure.

NOTE: If you have entered an incorrect value, press the <C> button to clear the wrongly entered value.

<C> button   Numeric keys
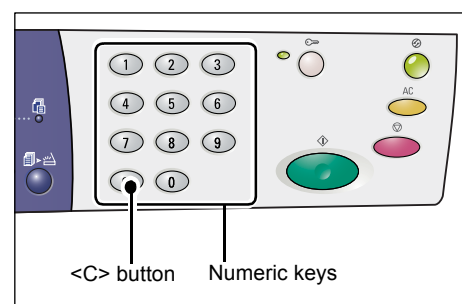
The mailbox number that you have entered appears in the Display.
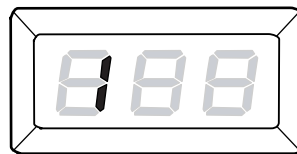
3. Press the <Start> button to confirm the entered mailbox number.

NOTE: If you change the scan options for the mailbox using CentreWare Internet Services after you have entered the mailbox number on the Control Panel, you must press the <AC> button and re-enter the mailbox number to reflect the new settings. For information on how to set the scan options using CentreWare Internet Services, refer to the Scanner Environment Settings chapter in the System Administration Guide.

<Start> button
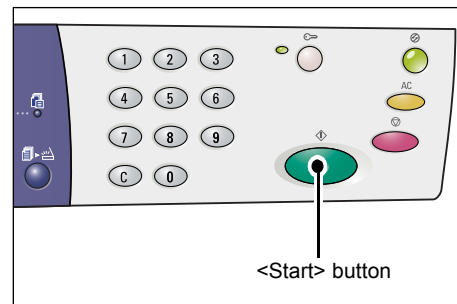
• If a passcode is not set for the mailbox, [b01] appears in the Display. Proceed to Step 5.

• If a passcode is set for the mailbox, hyphens appear in the Display. Proceed to Step 4.
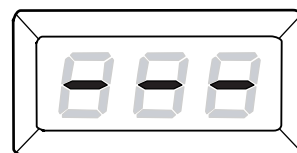
4. Enter the passcode using the numeric keypad.
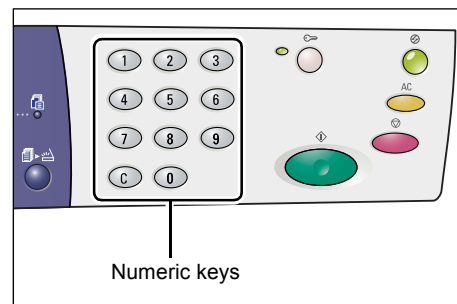
Numeric keys

For security reasons, as you enter each digit of the passcode, a hyphen appears in the Display instead of the actual number that you enter.
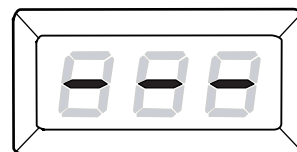
If the passcode is correct, [b01] appears in the Display.

5. Load a document.

    • When scanning a document from the Document Glass

   1) Open the Document Cover.
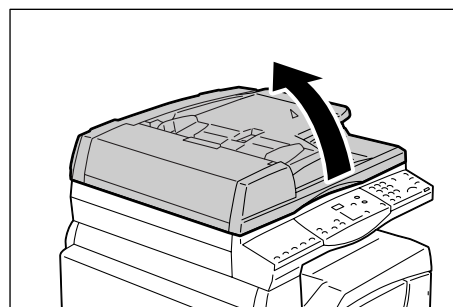
   2) Place a document face down on the Document Glass and align it to the top left corner.
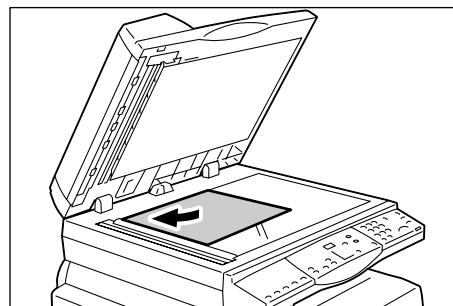
   3) Close the Document Cover.

    • When scanning a document from the Document Feeder.

   1) Place a document face up in the center of the Document Feeder.
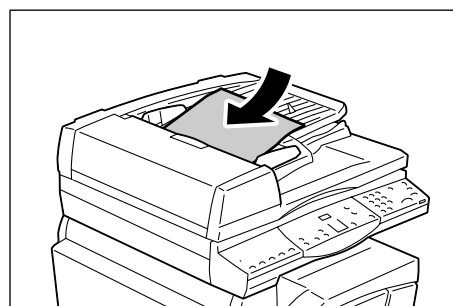
   2) Adjust the document guides to just touch the edges of the loaded document.
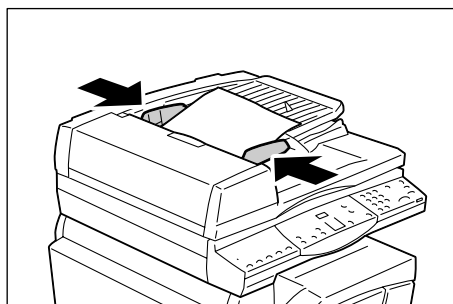
6. Specify scan features as necessary.

<2-sided> button

Select whether to scan one side or both sides of a document when using the Document Feeder.

For more information, refer to *<2-sided> button on page 32*.

<Original Type> button

Select the original document type.

For more information, refer to *<Original Type> button on page 32*.

<Lighten/Darken> button

Select the density of the scanned data.

For more information, refer to *<Lighten/Darken> button on page 30*.

7. Press the <Start> button to start the scanning.

<Start> button
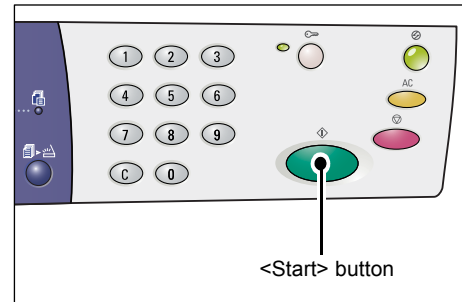
NOTE: When the scanned data is stored in the mailbox, the <Job in Memory> indicator lights up.

<Job in Memory> indicator
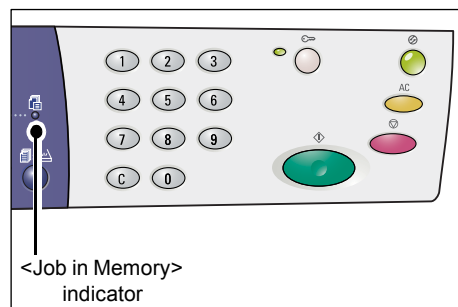
If you have more documents to scan

• When scanning from the Document Glass

When using the Document Glass, you can scan one page after another to create a multi-page set of data.

To add the next document, Add Original must be set to [1] (Enabled) in the System Setting Mode (menu number: 201). For more information, refer to the System Administration Guide.

1) The indicator next to the <Scan Completed> button blinks after the first page of the document is scanned.

2) Load the next page on the Document Glass in the same orientation as the previously scanned page.

<Scan Completed> button

3) Specify the following scan features as necessary by referring to Step 6.

• <Original Type> button

• <Lighten/Darken> button

4) Press the <Start> button to scan the loaded page.

5) After scanning the last page, press the <Scan Completed> button.
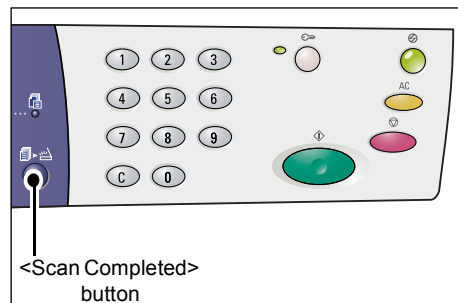
- When scanning from the Document Feeder

  When using the Document Feeder, load the next set of pages after the machine has finished scanning the first set, and then go back to Step 1.

8. When all pages in the document have been scanned, press the <AC> button.
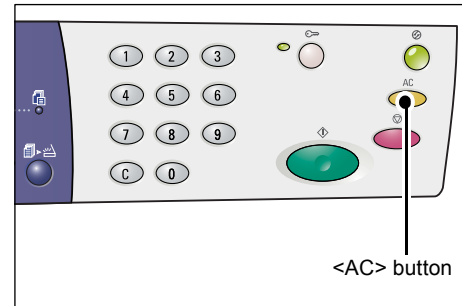
<AC> button

The letter [b] appears blinking in the Display.

Stopping a Scan Job

The following procedure describes how to cancel an activated scan job.

NOTE: When a scan job is canceled, the already-scanned data will not be stored in the mailbox.

1. Press the <Stop> button.

<Stop> button
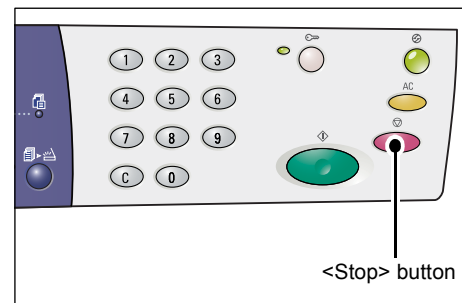
Checking Documents in a Mailbox

This section describes how to use CentreWare Internet Services to check scanned documents stored in mailboxes. For information on how to create a mailbox, refer to the Scanner Environment Settings chapter in the System Administration Guide.

NOTE: Some mailboxes may require you to enter a passcode, depending on the [Check Mailbox Passcode] setting on the [Mailbox Setup] page. For more information, refer to the Scanner Environment Settings chapter in the System Administration Guide.

You can check or select documents stored in a mailbox.

1. Open your web browser, and enter the machine's IP address in the [Address] box to access CentreWare Internet Services.

2. Click the [Scan] tab.
The [Mailbox] page is displayed.

3. Click the [Document List] button of the mailbox you want to check.
The [Mailbox Document List] page is displayed.

NOTE: You can also display the [Mailbox Document List] page by selecting the mailbox icon, mailbox number, or the mailbox name.

Mailbox Document List

Mailbox Number

Displays the number of the selected mailbox.

Mailbox Name

Displays the name of the selected mailbox.

Document Number

Displays the numbers of the documents.

Document Name

Displays the names of the documents.

Stored Date

Displays the dates on which the documents were stored.

Compression Format

Displays the compression formats of the documents.

Page Count

Displays the page counts of the documents.

Type

Displays the job type as "Scan".

Retrieve

Select whether or not to retrieve one page of the selected document. You can also select the file format to be used when retrieving the page.

For more information, refer to *Importing Using CentreWare Internet Services on page 79*.

Importing the Scanned Data to a Computer

This section describes how to import scanned documents to your computer.

The methods available for importing documents include:

*   Importing from a TWAIN compatible application
*   Importing from Mailbox Viewer 3
*   Importing using CentreWare Internet Services

NOTE: If using a TWAIN compatible application or Mailbox Viewer 3 to import scanned data to your computer, the stored documents will be deleted from the mailbox after they are retrieved. If using CentreWare Internet Services, the stored documents will not be deleted from the mailbox even after they are retrieved.

These procedures are described below.

Importing from a TWAIN Compatible Application

The network scan driver is software that enables a client-side application to import scanned data from a machine's mailbox via a network.

The following describes how to import documents from a machine's mailbox to the application software.

NOTE: For more information on the network scan driver and how to install it, refer to the PCL Print Driver CD-ROM.

1. Launch the application software to which the documents are to be imported.

NOTE: The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

NOTE: For information on supported applications, refer to the PCL Print Driver CD-ROM.

2. From the [File] menu, select the command for selecting the scanner (source).

3. Select [Xerox Network Scanner 3 TWAIN], and click [Select].

4. From the [File] menu, select the command for importing the image from the scanner.

5. From the displayed list, click the scanner name of the machine, and click [Next].

6. In the [Mailbox Number] field, enter the mailbox number (001 - 99) that contains the document to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

7. Click [Confirm].

8. Select a document to import from the list, and click [Import].

9. When the import starts, the scanned data is forwarded from the mailbox to the computer.

10. After forwarding, the data is loaded into the application software and is deleted from the mailbox.

NOTE: To learn about fields in the displayed dialog box, click [Help] and refer to the network scan driver Online Help.

Importing from Mailbox Viewer 3

Mailbox Viewer 3 allows you to easily import documents from a mailbox on the machine to a computer. Mailbox Viewer 3 is an application on the PCL Print Driver CD-ROM supplied with the machine. For information on how to install Mailbox Viewer 3, refer to the PCL Print Driver CD-ROM.

The following describes how to use Mailbox Viewer 3 to import documents stored in the machine's mailbox.

NOTE: To import the scanned documents from Mailbox Viewer 3, enable the SNMP, WebDAV, and SOAP ports. For more information, refer to the Scanner Environment Settings chapter in the System Administration Guide

1. Click [Start] on the taskbar, then select [Programs] > [Xerox] > [Network Scanner Utility 3] > [Mailbox Viewer 3].

NOTE: If you used another directory for installation, specify the directory instead of above [Mailbox Viewer 3].

2. Click the name of the machine from the list displayed, then click [Next].

3. Enter the number (001-99) of the mailbox to be accessed.

4. Enter the correct passcode as necessary.

5. Click [Confirm].
A list of documents saved in the selected mailbox will be displayed.

6. Select the document to be imported, then click [Import].

NOTE: You can also select multiple documents.

NOTE: Clicking on the [Import] button removes stored documents from the mailbox, and saves them in the specified directory.
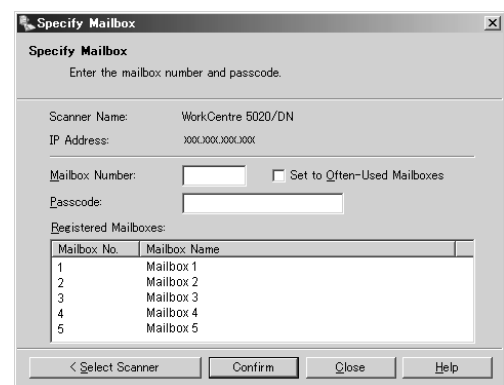
For other functions available on Mailbox Viewer 3, refer to the Mailbox Viewer 3 Online Help.

Importing Using CentreWare Internet Services

CentreWare Internet Services allows you to import documents from a machine's mailbox to a computer through no application software.

The following describes how to import documents stored in the machine's mailbox using CentreWare Internet Services.

NOTE: Some mailboxes may require you to enter a passcode, depending on the [Check Mailbox Passcode] setting on the [Mailbox Setup] page. For more information, refer to the Scanner Environment Settings chapter in the System Administration Guide.

*1.* Open your web browser, and enter the machine's IP address in the [Address] box to access CentreWare Internet Services.

2. Click the [Scan] tab. The [Mailbox] page is displayed.

3. Click the [Document List] button of the mailbox from which you want to retrieve a document. The [Mailbox Document List] page is displayed.
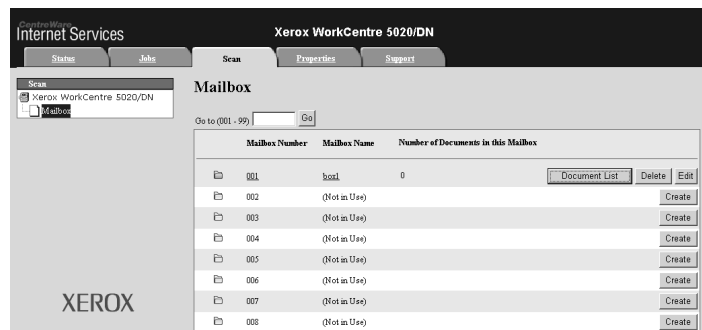
NOTE: You can also display the [Mailbox Document List] page by selecting the mailbox icon, mailbox number, or the mailbox name.

4. From the list of documents, select the check box of the document to be imported.
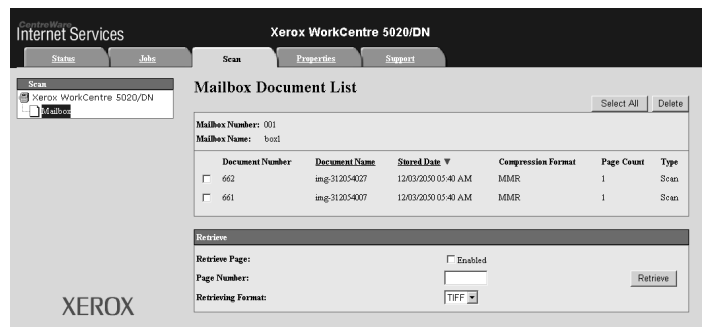
5. Configure the required options.

Retrieve Page

Select whether or not to retrieve one page of the selected document.

Page Number

Enter the number of the page to be retrieved.

Retrieving Format

Select the file format to be used when retrieving the page, from [TIFF] and [PDF].

6. Click the [Retrieve] button.

NOTE: You can import one document at a time.

7. Click [Save this link] on the page displayed, and specify the directory to save the document.

Deleting Documents in a Mailbox

This section describes how to delete documents stored in a mailbox.

NOTE: Some mailboxes may require you to enter a passcode, depending on the [Check Mailbox Passcode] setting on the [Mailbox Setup] page. For more information, refer to the Scanner Environment Settings chapter in the System Administration Guide.

1. Open your web browser, and enter the machine's IP address in the [Address] box to access CentreWare Internet Services.

2. Click the [Scan] tab.
The [Mailbox] page is displayed.

3. Click the [Document List] button of the mailbox that contains the document you want to delete.
The [Mailbox Document List] page is displayed.

NOTE: You can also display the [Mailbox Document List] page by selecting the mailbox icon, mailbox number, or the mailbox name.

4. Select the check box to the left of the document name that you want to delete.

NOTE: If you want to delete all the documents in the mailbox, click [Select All].

NOTE: You can select more than one document. To cancel the selection you have made, select the document again.

5. Click [Delete].
The confirmation message is displayed.

6. Click [OK].

6 Printing

This chapter contains information on the print feature of the machine. With this feature, you can send print jobs from a PC directly to the machine. It also provides information on the emulation parameters for PCL.

Print Driver Features

When you select the machine as the printer, the associated print screen is displayed on the networked computer. Select the [Print] menu from the toolbar to display the print screen.

Major Features

The following major features are supported by the print driver.

NOTE: The print driver features vary depending on the operating system of the networked computer.

Paper Size

Allows you to select a paper size from a list of standard paper sizes.

Paper Tray

Allows you to manually select the paper tray from which to print, or allow the machine to automatically select the appropriate tray based on the machine's paper tray priority settings.

2 Sided Print

Makes double-sided printing. Both sides of the paper can be printed automatically. You can select [2 Sided, Flip on Short Edge] for output that flips along the short edge of the paper.

Multiple-Up

Allows you to print multiple pages of the documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to fit on one page.

Booklet Creation

Creates a booklet from a set of 2-sided documents. It correctly positions each page to produce output that, when folded, will be ordered to read like a booklet.

Watermark

Allows you to add a watermark, such as "Confidential", beneath the original image of the printed output. You can select an existing watermark or create a new watermark.

Poster

Allows you to divide and enlarge an original document to print the image onto multiple sheets of paper. You can then paste them all together to make one large poster.

Brightness

Adjusts the brightness of output prints. Specify the rate in the range -100 to + 100 using the keyboard or slider bar.

Screen

Specifies the screening process used for bitmap images.

Advanced Settings

Other printer driver options include draft mode printing, banner sheet, and image enhancement.

PCL Emulation

This section provides information on the emulation parameters for PCL.

PCL emulation allows you to print documents from a PC not supported by the supplied PCL print driver, according to the emulation parameters (i.e. paper size) set using CentreWare Internet Services.

Changing Parameters for PCL Emulation

The following procedure describes how to change parameter values for PCL emulation to print documents.

1. Open your web browser, and enter the machine's IP address in the [Address] box to access CentreWare Internet Services.

2. Click the [Properties] tab.

3. On the collapsible menu of the Menu Panel, click [Services] > [Printing] > [Language Emulations] > [PCL].
The [Language Emulations] page is displayed.

4. Configure the required settings.

5. Click [Apply].

6. If prompted, enter the System Administrator user ID and passcode, and click [OK].

NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set.

The following table shows the emulation parameters and their values for PCL emulation.

Parameter	Value
Font Pitch	Specify the pitch size of a font in increments of 0.01. • [6.00] - [24.00] (Default: 10.00)
Font Size	Specify the point size of a font in increments of 0.25. • [4.00] - [50.00] (Default: 12.00)

Parameter	Value
Font Name	Select the required font from the list of fonts available. • [CG Times] • [CG Times Italic] • [CG Times Bold] • [CG Times Bold Italic] • [Univers Medium] • [Univers Medium Italic] • [Univers Bold] • [Univers Bold Italic] • [Univers Medium Condensed] • [Univers Medium Condensed Italic] • [Univers Bold Condensed] • [Univers Bold Condensed Italic] • [Antique Olive] • [Antique Olive Italic] • [Antique Olive Bold] • [CG Omega] • [CG Omega Italic] • [CG Omega Bold] • [CG Omega Bold Italic] • [Garamond Antiqua] • [Garamond Kursiv] • [Garamond Halbfett] • [Garamond Kursiv Halbfett] • [Courier] (Default) • [Courier Italic] • [Courier Bold] • [Courier Bold Italic] • [Letter Gothic] • [Letter Gothic Italic] • [Letter Gothic Bold] • [Albertus Medium] • [Albertus Extra Bold] • [Calarendon Condensed] • [Coronet] • [Marigold] • [Arial] • [Arial Italic] • [Arial Bold] • [Arial Bold Italic] • [Times New] • [Times New Italic] • [Times New Bold] • [Times New Bold Italic] • [Symbol] • [Wingdings] • [Line Printer] • [Times Roman] • [Times Italic] • [Times Bold] • [Times Bold Italic] • [Helvetica] • [Helvetica Oblique] • [Helvetica Bold] • [Helvetica Bold Oblique] • [CourierPS] • [CourierPS Oblique] • [CourierPS Bold] • [CourierPS Bold Oblique] • [SymbolPS] • [Palatino Roman] • [Palatino Italic] • [Palatino Bold] • [Palatino Bold Italic] • [ITC Bookman Light] • [ITC Bookman Light Italic] • [ITC Bookman Demi] • [ITC Bookman Demi Italic] • [Helvetica Narrow] • [Helvetica Narrow Oblique] • [Helvetica Narrow Bold] • [Helvetica Narrow Bold Oblique] • [New Century Schoolbook Roman] • [New Century Schoolbook Italic] • [New Century Schoolbook Bold] • [New Century Schoolbook Bold Italic] • [ITC Avant Garde Gothic Book] • [ITC Avant Garde Gothic Book Oblique] • [ITC Avant Garde Gothic Book Demi] • [ITC Avant Garde Gothic Book Demi Oblique] • [ITC Zapf Chancery Medium Italic] • [ITC Zapf Dingbats]

Parameter	Value
Symbol Set	Select the desired symbol set from the list of symbol sets available. • [Roman 8] (Default) • [Microsoft Publishing] • [ISO 8859-1 Latin 1] • [Math 8] • [ISO 8859-2 Latin 2] • [PS Math] • [ISO 8859-9 Latin 5] • [Pi Font] • [ISO 8859-10 Latin 6] • [Legal] • [PC-8] • [ISO 4 United Kingdom] • [PC-8 DN] • [ISO 6 ASCII] • [PC-775 Baltic] • [ISO 11 Swedish:names] • [PC-850 Multilingual] • [ISO 15 Italian] • [PC-852 Latin 2] • [ISO 17 Spanish] • [PC-1004 OS/2] • [ISO 21 German] • [PC Turkish] • [ISO 60 Norwegian v1] • [Windows 3.1 Latin 1] • [ISO 69 French] • [Windows 3.1 Latin 2] • [Windows 3.0 Latin 1] • [Windows 3.1 Latin 5] • [Windows Baltic] • [DeskTop] • [Symbol] • [PS Text] • [Wingdings] • [MC Text] • [ITC ZapfDingbats MS]
Lines Per Page	Specify the page length (printing area) of one page. • [5] - [128] (Default: 64 or 60*) *The default value will be [64] if the default value of [Output Size]/ [Paper Size (Bypass)] is [A4]; [60] if the value for [Output Size]/ [Paper Size (Bypass)] is [Letter (8.5 x 11")].
Treat "LF" as "CR + LF" and "FF" as "CR + FF"	Enable or disable carriage return and line feed, and also carriage return and form feed, for the PCL mode. (Default: Disabled)
Treat "CR" as "CR + LF"	Enable or disable carriage return and line feed for the PCL mode. (Default: Disabled)
Paper Supply	Select the paper tray. When [Auto] is selected, the machine automatically selects the tray that contains the paper whose size is specified on the Control Panel. • [Auto] (Default) • [Tray 1] • [Tray 2] • [Bypass Tray]
Output Size	Sets the default paper size when the machine is set to select the paper size automatically. Only available when [Paper Supply] is set to [Auto]. • [A3] • [B4] • [A4] (Default*) • [B5] • [Letter (8.5 x 11")] (Default*) • [8.5 x 13"] • [Legal (8.5 x 14")] • [Tabloid (11 x 17")] • [8K] • [16K] *The default value will be either [A4] or [Letter (8.5 x 11")] depending on the region of use.

Parameter	Value
Paper Size (Bypass)	Select the paper size for Bypass Tray. Only available when [Paper Supply] is set to [Bypass Tray]. • [A3] • [B4] • [A4] (Default*) • [B5] • [A5] • [Statement (5.5 x 8.5")] • [Letter (8.5 x 11")] (Default*) • [8.5 x 13"] • [Legal (8.5 x 14")] • [Tabloid (11 x 17")] • [8K] • [16K] • [Custom Paper Size] *The default value will be either [A4] or [Letter (8.5 x 11")] depending on the region of use.
Custom Paper Size: Width X	Specify a paper size width within the range of 182 - 432 mm (7.2 - 17.0 inches)*. (Default: 210 mm/8.3 inches*) *The measurement unit will depend on the setting in [Unit Settings] on the [Properties] tab.
Custom Paper Size: Length Y	Specify a paper size length within the range of 139 - 297 mm (5.5 - 11.7 inches)* (Default: 297 mm/11.7 inches*) *The measurement unit will depend on the setting in [Unit Settings] on the [Properties] tab.
Quantity	Specify the number of sets to print. • [1] - [999] (Default: 1)
2 Sided Printing	Select whether to print on both sides of paper • [1 Sided] (Default) • [2 Sided, Flip on long edge] • [2 Sided, Flip on short edge]
Default Orientation	Specify the orientation of the original. • [Portrait] (Default) • [Landscape]
HexDump	Enable or disable hexadecimal memory dump for the PCL mode. (Default: Disabled)
Image Enhancement	Enable or disable image enhancement. (Default: Enabled)

Paper Supply Command

The [Paper Supply Command] page displays the numbers of the logical paper trays and physical paper trays specified via Paper (Media) Source Command.

To view this page, click [Display the list] on the [Language Emulations] page.

7 Glossary

This chapter contains a list of terms used in the User Guide and System Administration Guide. The definition provided for each term reflects the meaning of the term as it is used in the guides.

Terms Defined

Use the following definitions to learn more about the meanings of terms used in this guide.

16 K	195 x 270 mm paper.
2-sided	Refers to a document that contains an image on both sides of the page.
8 K	270 x 390 mm paper.
A3	420 x 297 mm paper.
A4	297 x 210 mm paper.
A5	210 x 148 mm paper.
Auditron	A tracking system which is built into the machine. You can use Auditron to track overall machine usage, individual usage and usage of each feature separately.
Auto Clear	The machine goes to the standby mode if there is no activity for a specified time.
B4	364 x 257 mm paper.
B5	257 x 182 mm paper.
Background Suppression	This feature prevents the reproduction of unwanted background variations resulting from originals that have either a colored background or that are printed on very thin stock on which the images on the second side tend to 'bleed' through.
Booklets	The images are automatically placed on the paper in a sequence that, when folded, creates a booklet. The machine has the ability to create booklets on a variety of paper stock.
BOOTP	An abbreviation of Bootstrap Protocol. This is a protocol used by a network node to determine the IP address of its Ethernet interfaces, in order to boot a computer from a server via a network.
bps	An abbreviation of Bits Per Second. This is a measure of how fast a modem can transmit or receive data.
Collated	An output programming option where each copy set is delivered in the same order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page2/copy1, page3/copy1, page1/copy2, page2/copy2, page3/copy2.

contrast	The intensity of the display of an image, or the degree of difference between the gray tones on a document page.
copy sets	Groups of copies of a multi-page set of documents. If you have a four-page document and you want to make 10 copies of the document, you will be making 10 copy sets.
covers	Card or paper used to add to the front or back of a copy set.
default settings	Settings which are incorporated into the machine at the factory and used by the machine when the user does not specify settings.
DHCP	An abbreviation of Dynamic Host Configuration Protocol. A protocol allowing the principal parameters of network devices (including IP Addresses) to be configured by central DHCP servers.
DNS	An abbreviation of Domain Name System. A system used on the Internet for translating names of network nodes into addresses.
document feeder	An assembly that automatically separates and feeds single- or double-sided pages from the input tray into the scanner.
dpi	An abbreviation of Dots Per Inch, which is the number of dots that can be printed within a width of one inch. Used as the unit for resolution.
drum cartridge	A customer replaceable cartridge which contains an internal drum and toner. A printed image is formed on a drum before being transferred to paper.
duplex	Refers to a document that contains an image on both sides of the page.
emulation	Printer mode where the printer imitates the functions of another printer language.
error code	A code that is displayed in the Display of the Control Panel or in CentreWare Internet Services when a problem occurs.
Ethernet	A network transport technology commonly used to send data from one node to another.
factory default settings	See "default settings".
Gateway Address	The Gateway Address is the IP Address of the gateway, or router, that the machine will use to access devices on other subnets.
gsm	The metric designation for paper weight in grams per square meter.
HTTP	An abbreviation of Hyper Text Transfer Protocol. This is the Internet standard that supports the exchange of information on the World Wide Web (WWW). HTTP lays the foundation for transparent access to the Internet.
Image Enhancement	An image control option which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution.
Image Rotation	An image control option that automatically rotates an image by 90 degrees to fit on the same size paper but with the opposite orientation.

Internet	A worldwide communications network that combines miscellaneous networks.
IP	An abbreviation for Internet Protocol. This is a communication protocol on the network layer which is supported by a variety of computer platforms. IP controls the routing of the data.
IP Adrdess	An address used by TCP/IP protocols to identify computers on a network. It is expressed in dotted quad format which is a series of four decimal numbers separated by decimal points.
job	A group of copy, scan or print data. The canceling and outputting of copying, scanning, and printing is done on a job basis.
landscape	The text or other content on the page runs parallel to the long edge of the paper.
Long Edge Feed (LEF)	The long edge of the paper is positioned to enter the machine first.
Low Power mode	An energy saver mode that reduces power consumption when the machine is not in use.
LPD	An abbreviation of Line Printer Daemon. This is a print management program that runs on a host.
mailbox	A storage area in the memory of the machine where scanned documents are stored.
Memory	A capacity for storing electronic documents.
node	A device on a network that has an address and can send and/ or receive data to and from other devices on the network. Also refers to a number that identifies an access point on a network. It works like an address.
output	Finished copies, or to print.
paper jam	A paper or media misfeed or jam occurring in the machine during printing.
PCL	An abbreviation of Printer Control Language, which is used by Hewlett-Packard. This is a set of commands that tells a printer how to print a document.
PDF	An abbreviation of Portable Document Format. It is a file format developed by Adobe Systems. A PDF file can describe documents containing text and images, retaining all the formatting and fonts of the original copy. The document can then be displayed or printed, using application software, hardware, or operating system, which may differ from that used to create the original document.
PDL	An abbreviation of Page-Description Language. This refers to a programming language, such as PostScript, that is used to describe output to a printer or a display device, which then uses the instructions from the PDL to construct text and graphics and create the required page image.
photograph	An image, especially a positive print, recorded by a camera and reproduced on a photosensitive surface.
portrait	The text or other content on the page runs parallel to the short edge of the paper.

print page buffer	Location where print data is actually processed and stored.
printable area	The actual area on paper which can be printed.
protocol	The rules that control the transmitting and receiving of data.
queue	A place where jobs are stored temporarily, while they are waiting to be processed. A print queue will hold several print jobs.
RAM	Stands for Random Access Memory, which is the memory device where information can be retrieved as well as stored.
RARP	An abbreviation of Reverse Address Resolution Protocol. This is a method for providing IP Addresses to nodes on a network. When a node powers up, it broadcasts a RARP packet containing its Ethernet Address. The RARP server receives the packet and sends the IP Address back to the node.
resolution	The fineness of detail that can be distinguished on a scanned image. Select the standard setting for normal documents and fine and superfine settings for documents with more detail.
ROM	An abbreviation of Read Only Memory, which is a memory device specifically used for the storage and retrieval of information.
scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image.
sharpness	Sharpness adjusts the amount of edge definition on the output. If the image appears slightly out of focus, increasing the sharpness value may make the image clearer.
Short Edge Feed (SEF)	The short edge of the paper is positioned to enter the machine first.
Sleep mode	A condition of reduced power consumption while the machine is not performing a transaction.
SNMP	An abbreviation of Simple Network Management Protocol. A protocol used to help manage complex networks.
stock	The material on which the copies or prints are printed. Synonymous with paper or media.
Subnet Mask	A mask used to identify which part of an IP Address is the Subnet Address and which part is the host (or device) address.
TCP/IP	An abbreviation of Transmission Control Protocol/Internet Protocol. TCP/IP is a set of communications protocols that is supported by a variety of computer platforms. TCP controls the data transfer and IP controls the routing of the data. The IP Address is a unique address that identifies a device on a network. The IP Address has to be set in the machine by the System Administrator.
TIFF	An abbreviation of Tagged Image File Format. A standard file format commonly used for scanning. Images scanned with the machine are captured in a TIFF 6.0 file format.

Uncollated

An output programming option where the specified number of copies for each page in a copy set is delivered in the order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page1/copy2, page2/copy1, page2/copy2, page3/copy1, page3/copy2.

8　Index