

Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help

Select the section you want by clicking on the colored buttons or from the pull-down menus at the top of the screen.

This program will help you get the most out of your machine, with step-by-step how to... procedures, through to friendly and easy to follow tutorials or in depth information about all the features and functions.





Getting Started



How to...



Tutorials



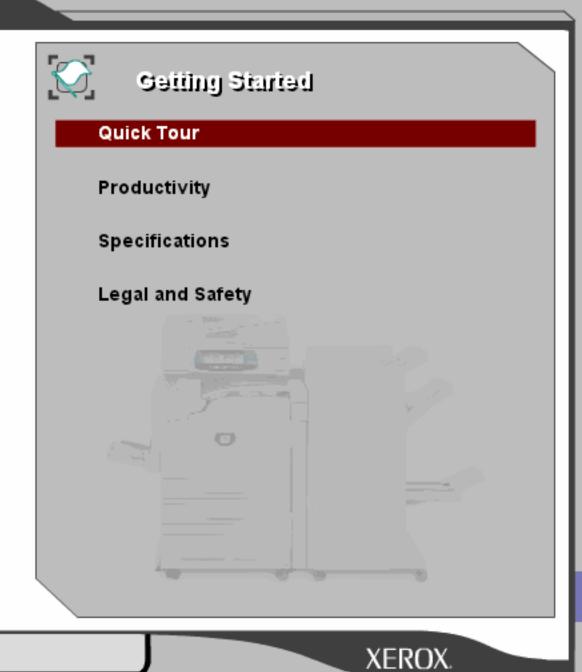
Maintenance



Troubleshooting



Help



Getting Started Tutorials How to... Maintenance **Troubleshooting** Help



Quick Tour

These modules will help you to get to know your new machine. They will introduce you to the parts of the machine, explain the control panel, show you how to load paper and how to complete a simple copy, fax and scan job. If you need more information on any of these topics, refer to the relevant sections of the program.

Product Overview

Control panel

Power On and Off

Loading Paper >>>

Simple Copying

Simple Faxing

Simple Internet Faxing

Simple Network Scanning

Simple Scan to E-mail













When you have completed the topic select the [Previous Menu] button below.

Introduction







Your machine is not simply a conventional copier. It is a digital device capable of being used for copying, faxing, printing and scanning. If your needs change, your machine can be upgraded accordingly.

Depending on your model, your machine will print/copy 28, 35 or 45 prints per minute.

Enter a key word.



Glossary





Getting Started How to... Tutorials Maintenance Troubleshooting Help



Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

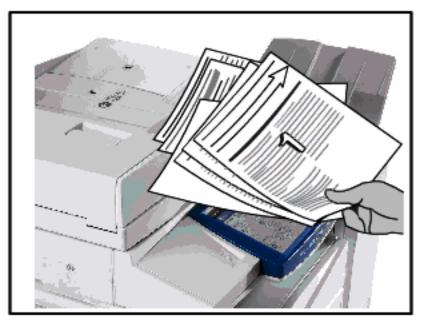
When you have completed the topic select the [Previous Menu] button below.

Document Handler











Document Handler

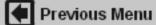
Up to 75 two-sided documents can be scanned at one time using the Document Handler. Documents from A5 to A3 can be accommodated.

Enter a key word.



Glossary













This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Document Glass











Document Glass

This main area is located under the Document Handler and is used for scanning and copying documents. Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.

Enter a key word.



Glossary







This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below.

Document Glass (continued)











Document Glass

Previous Menu

The document glass can be used for bound originals, odd size documents or poor quality originals and accommodates document sizes up to a maximum of A3.

Enter a key word.



Glossary



Home





When you have completed the topic select the [Previous Menu] button below.

Paper Trays









Paper Trays 1 and 2

These trays are located on the front of the machine and feed the majority of stock sizes.

Trays 3 and 4

An option that provides two trays, which are installed under the integral trays. They provide a large supply of A4 stock.

Enter a key word.

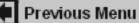


Glossary

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Getting Started How to... Tutorials Maintenance Troubleshooting Help



Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

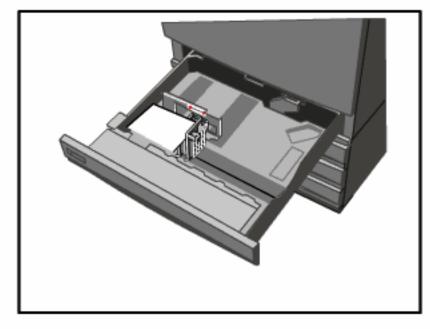
When you have completed the topic select the [Previous Menu] button below.

Paper Trays 1 and 2











Paper Trays 1 and 2

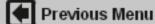
Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 80gsm paper. The trays are pulled out by the operator for loading. The trays accommodate paper weights from 64gsm to 220gsm and are fully adjustable for all stock sizes in the range A5 to A3. All stock types (pre-formatted paper, letterhead) can be used except for envelopes and labels. Stock can be loaded either long or short edge feed (portrait or landscape).

Enter a key word.



Glossary









Getting Started How to... **Tutorials Troubleshooting** Help Maintenance



Quick Tour

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

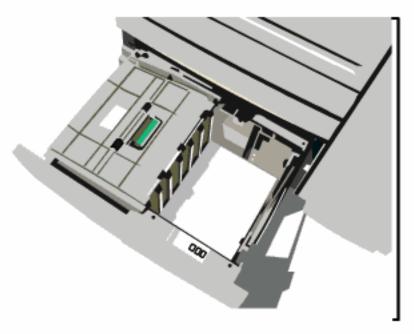
When you have completed the topic select the [Previous Menu] button below.

Paper Trays 3 and 4











Paper Tray 3 and 4 (Optional High Capacity Feeders)

When fitted, they are intended to be the primary feeder for the most commonly used stock. They have a large capacity to reduce the frequency of operator loading. Both trays feed only 8.5"x11", A4, or B5 sized stock. They have a combined capacity of 2000 sheets of 80gsm paper. The trays are pulled out for operator loading.

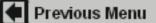
Enter a key word.



Glossary









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

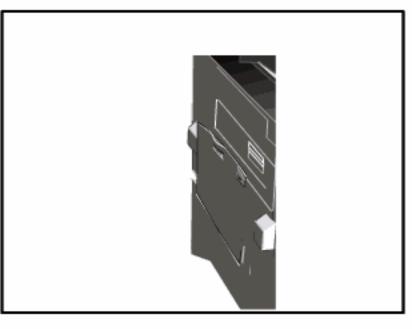
When you have completed the topic select the [Previous Menu] button below.

Bypass Tray











Bypass Tray

The Bypass Tray is a paper tray on the left hand side of your machine and can be folded away when not in use. It accommodates all types of stock in a range of sizes between 4.13"x5.83" and 12"x19" and has a capacity of approximately 100 sheets of 80gsm paper or a maximum stack height of 0.4". The tray accommodates paper of weights between 64gsm to 220gsm. Stock can be loaded either long or short edge feed (portrait or landscape). When lowered, the Bypass Tray can be extended to support longer length stock.

Enter a key word.



Glossary















This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

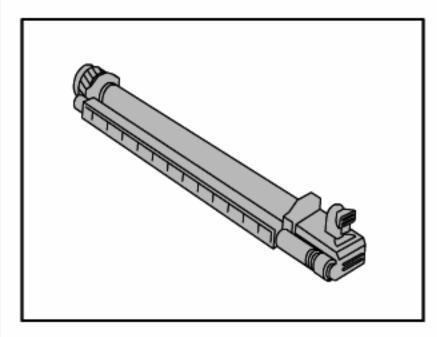
When you have completed the topic select the [Previous Menu] button below.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges

Toner Cartridges Fuser Cartridge Waste Toner Container

Drum Cartridges

The colour drum cartridges will provide approximately 33,000 images. The black drum cartridge will provide approximately 50,000 images. The machine display and this documentation will enable you to successfully install the new cartridges so you do not have to wait for a service call.

Enter a key word.

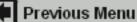


Glossary

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This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

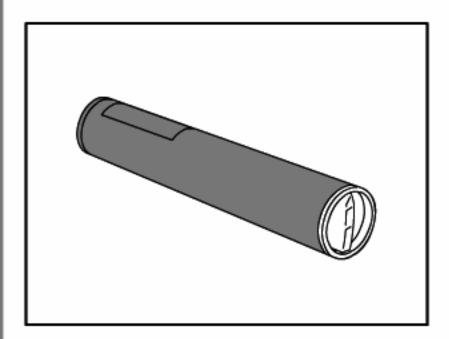
When you have completed the topic select the [Previous Menu] button below.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges

Toner Cartridges

Fuser Cartridge

Waste Toner Container

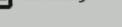
Toner Cartridges

The colour toner cartridges will provide approximately 15,000 prints at 6% area coverage. The black toner cartridge will provide approximately 26,000 prints at 6% area coverage.

Enter a key word.

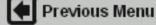


Glossary















This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

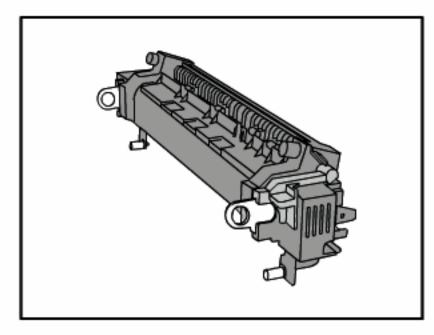
When you have completed the topic select the [Previous Menu] button below.

Customer Replaceable Units









There are several Customer Replaceable
Units (CRUs) included in your machine.
The machine will inform you when you
need to order a new module and when to
install it. Click on the CRU headings below
to find out more information.

Drum Cartridges

Toner Cartridges

Fuser Cartridge

Waste Toner Container

Fuser Cartridge

The fuser cartridge will provide approximately 150,000 prints or copies.

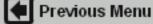
Enter a key word.



Glossary















This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

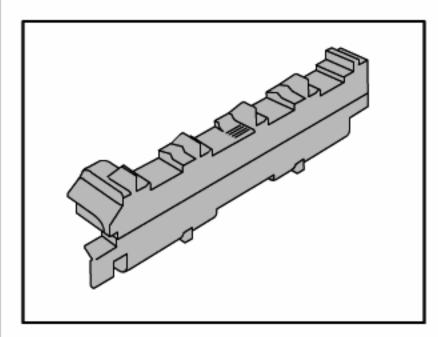
When you have completed the topic select the [Previous Menu] button below.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges Toner Cartridges Fuser Cartridge Waste Toner Container

Waste Toner Container

The waste toner container will need changing after approximately 30,000 prints or copies at 6% area coverage.

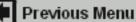
Enter a key word.



Glossary















When you have completed the topic select the [Previous Menu] button below.

Center Tray









Center Tray

Previous Menu

The Center Tray can hold up to 400 sheets of paper, depending on what other finishing options are installed. Output will be delivered face down in the tray and alternate sets may be delivered offset from one another. Each set or stack will be offset from the previous to enable easy separation.

Enter a key word.



Glossary



Home





When you have completed the topic select the [Previous Menu] button below.

Office Finisher







Office Finisher

Previous Menu

This can hold up to 1000 sheets of paper in the stacker.

The stacker can perform collating, stacking, and stapling, depending on the features selected. In addition a walk-up offline stapler is also available.









Glossary



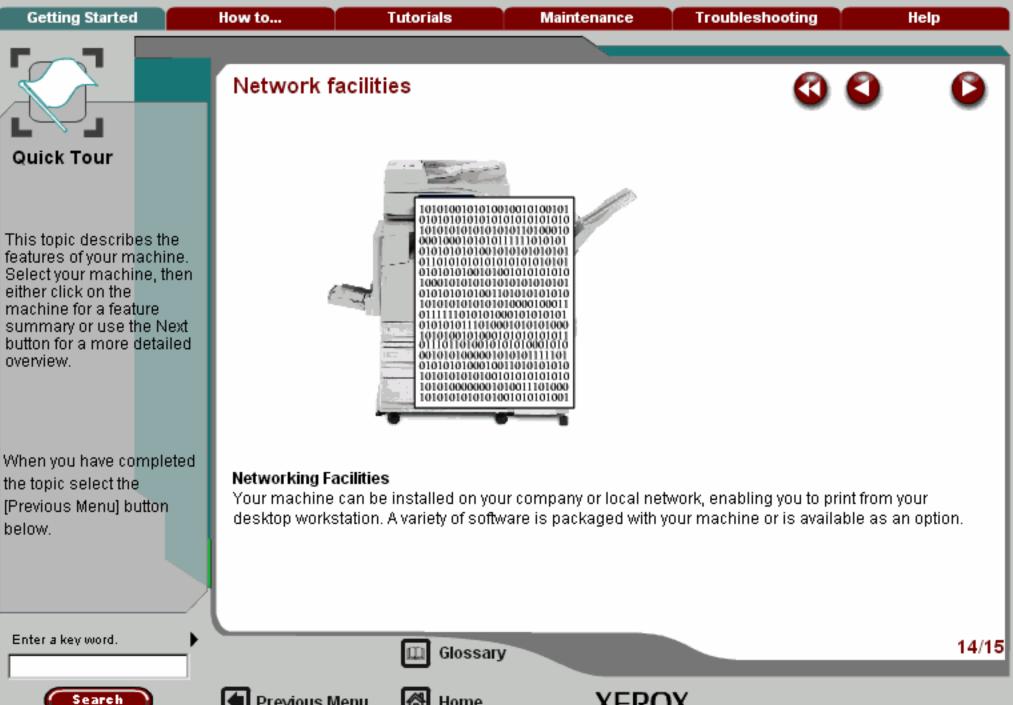
Home













When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Convenience Stapler Kit

This kit enables manual stapling of document sets (up to 50 pages) at the machine.

Convenience Stapler Kit

Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

Enter a key word.



Previous Menu

Glossary









When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Embedded Fax/Internet Fax Kit (1 Line or 3 Line) This kit enables up to three telephone lines to be attached to the machine, Embedded Fax will scanyour documents and send them to any type of fax machine that is connected to a telephone network. Your images are sent from your machine directly to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

This kit also includes the Internet Fax option, which allows you to send your scanned images to another internet fax machine.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit. Auxiliary Interface Device Kit

Media Card Reader

Enter a key word.



Glossary



Previous Menu





When you have completed the topic select the [Previous Menu] button below.

Optional Features





Thumbnail Preview

Previous Menu

The Thumbnail Preview feature allows users to preview a reduced-size image of their scanned documents on the machine touch screen.

Convenience Stapler Kit
Embedded Fax/Internet Fax Kit
Thumbnail Preview
Swedish 4 Hole Punch Kit
Secure Watermark
Scanning Kit
Networked Job Based Accounting
Security Kit
1284 Parallel/USB Direct Print Kit
Auxiliary Interface Device Kit
Media Card Reader

Enter a key word.



Glossary



Home







When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Swedish 4 Hole Punch Kit

This kit enables the additional finishing capability of 4 hole punching to the Advanced Office Finisher or Professional Finisher (with Booklet Maker).

Convenience Stapler Kit
Embedded Fax/Internet Fax Kit
Thumbnail Preview
Swedish 4 Hole Punch Kit
Secure Watermark
Scanning Kit
Networked Job Based Accounting
Security Kit
1284 Parallel/USB Direct Print Kit
Auxiliary Interface Device Kit
Media Card Reader

Enter a key word.



Glossary



Previous Menu





When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Secure Watermark

The Secure Watermark feature allows users to make copies and print documents with hidden text embedded in the document background. When subsequent copies are made, the hidden text will appear. This prevents security leaks caused by the unauthorised copying of confidential information.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit

Secure Watermark

Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit

Auxiliary Interface Device Kit Media Card Reader

Enter a key word.

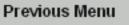


















When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Scanning Kit

Previous Menu

The Scanning Kit includes the Network Scanning Services, Scan to Mailbox, Scan to PC, and Scanto E-mail feature options. This kit also enables high compression PDF file capability.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark

Scanning Kit

Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

Enter a key word.



Glossary







When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Networked Job Based Accounting

Enables the tracking of machine usage for print, copy and scan jobs from multiple machines overthe network.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit

Auxiliary Interface Device Kit

Media Card Reader

Enter a key word.

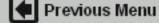


Glossary

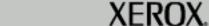














When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Security Kit

A group of security features which provide On Demand Overwrite and Immediate Image Overwrite. Both features offer customers the ability to overwrite the machine's hard disk to protect classified or private information Convenience Stapler Kit
Embedded Fax/Internet Fax Kit
Thumbnail Preview
Swedish 4 Hole Punch Kit
Secure Watermark
Scanning Kit
Networked Job Based Accounting
Security Kit
1284 Parallel/USB Direct Print Kit
Auxiliary Interface Device Kit

Enter a key word.



Glossary

Home



XEROX.



Media Card Reader



When you have completed the topic select the [Previous Menu] button below.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

1284 Parallel/USB Direct Print Kit

Provides a parallel/USB port that will enable you to attach a workstation directly to the machine for local printing.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit. Auxiliary Interface Device Kit

Media Card Reader

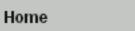
Enter a key word.



Previous Menu

Glossary









When you have completed the topic select the [Previous Menu] button below.

Optional Features





Auxiliary Interface Device

This kit enables the use of a third party accounting device such as a card swipe or coin operated unit to control the use of print, copy and scan functions.

Convenience Stapler Kit
Embedded Fax/Internet Fax Kit
Thumbnail Preview
Swedish 4 Hole Punch Kit
Secure Watermark
Scanning Kit
Networked Job Based Accounting
Security Kit
1284 Parallel/USB Direct Print Kit
Auxiliary Interface Device Kit
Media Card Reader

Enter a key word.



Glossary



Previous Menu

M Home







When you have completed the topic select the [Previous Menu] button below.

Optional Features



The following optional features are available for your machine. Click on each feature for more information.

Media Card Reader

Previous Menu

The Media Card Reader allows image data and documents (PDF, TIFF) to be read and printed directly at the machine.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

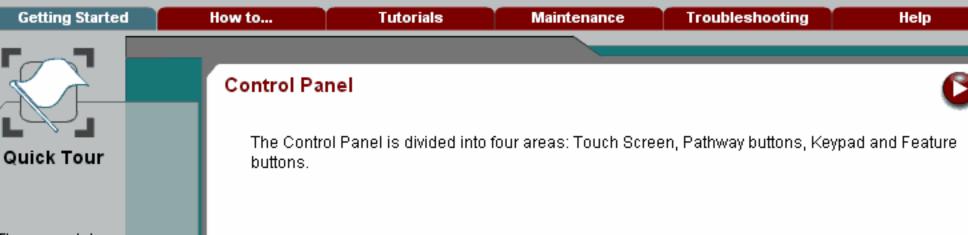
Enter a key word.



Glossary







These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Search





Keypad

Feature buttons

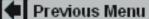
Enter a key word.



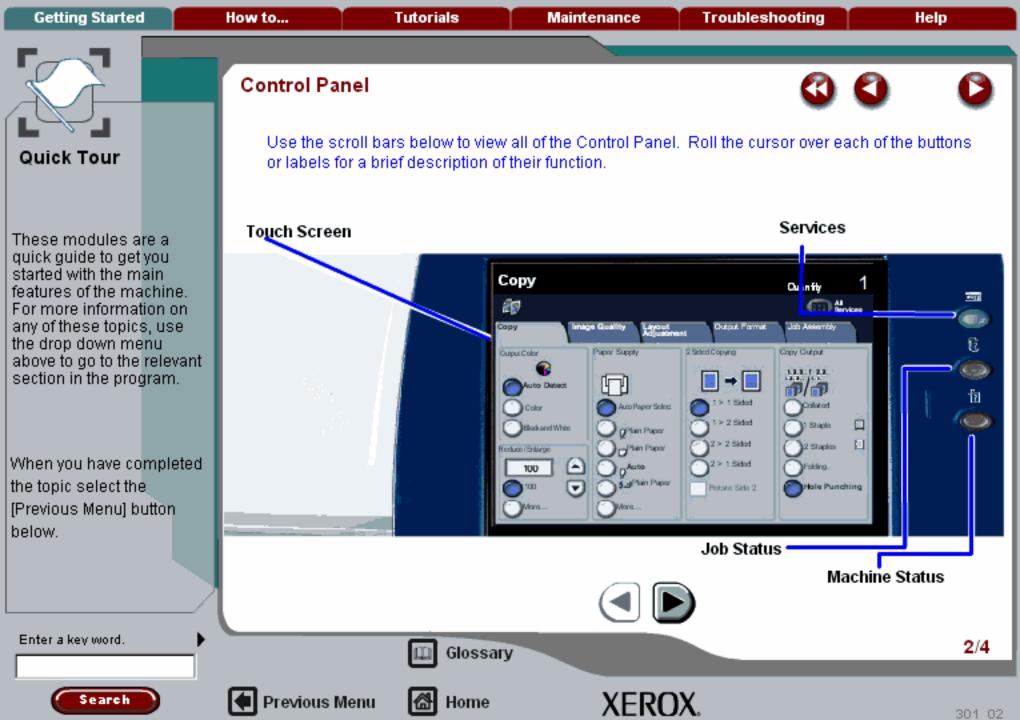
Glossary

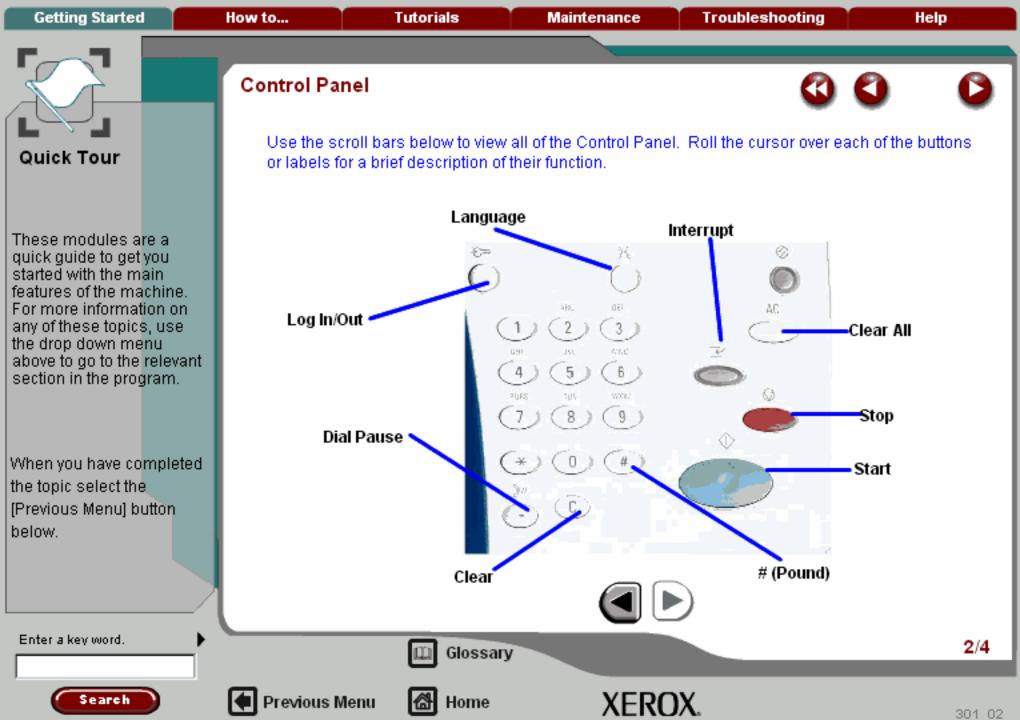






Touch Screen







These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Control Panel









Selecting the **Services** button gives access to the services screens. Each screen is accessed by a tab. The first screen/tab contains all the basic settings for the selected service. The additional tabs allow further programming selections.

The **All Services** icon will be available when the touch screen is not able to display the feature buttons for all the installed services. To access alternative services, select the **All Services** icon.

For more information on the services and associated tabs, go to the appropriate tutorial.



Selecting **Job Status** allows you to check on the progress of a job and, if necessary, to change its position in a queue.

For more information about Job Status go to the tutorial titled Job Status.



The **Machine Status** button displays information about the machine. Select this button to review the machine supplies status, review the status of faults and find information required for service calls.

For more information about Machine Status go to the tutorial titled Machine Status.

Enter a key word.



Glossary







When you have completed the topic select the [Previous Menu] button below.

Control Panel



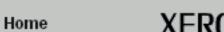


The actual touch screen will vary depending on the pathway buttons selected and the optional software that is available on your machine. The touch screen also displays important messages about the current condition of the machine, no matter what pathway has been selected.



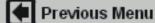
Enter a key word.













Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

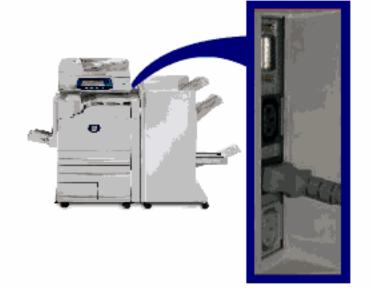
When you have completed the topic select the [Previous Menu] button below.

Power On and Off

Power On

Ensure that your machine is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet.

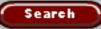
For information on the required power supply select **Specifications** from the Getting Started tab.



Enter a key word.



Glossary









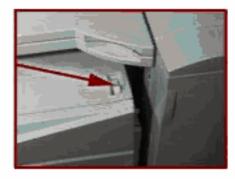
Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Power On and Off

Power On



Power Switch

Previous Menu







Press the power switch to turn your machine on. The entire powering up process - to power on and complete a self test - takes less than 45 seconds. Certain functions of the machine, e.g. copying, will be available before other functions e.g. printing.

Enter a key word.



Glossary







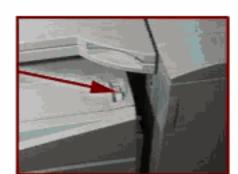


When you have completed the topic select the [Previous Menu] button below.

section in the program.

Power On and Off









Press the power switch to turn your machine off.

Enter a key word.









Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Quick Tour

These modules will help you to get to know your new machine. They will introduce you to the parts of the machine, explain the control panel, show you how to load paper and how to complete a simple copy, fax and scan job. If you need more information on any of these topics, refer to the relevant sections of the program.



Product Overview



Control panel



Power On and Off



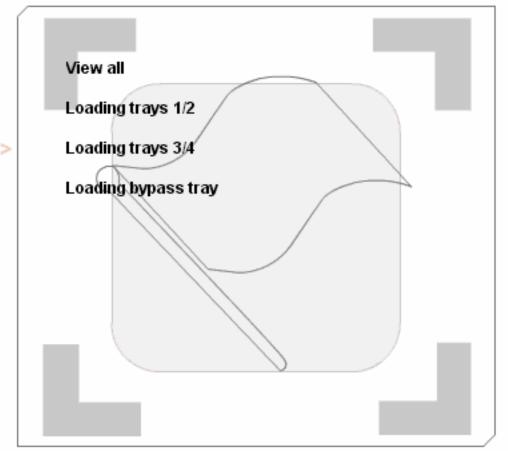


Simple Faxing

Simple Internet Faxing

Simple Network Scanning

Simple Scan to E-mail

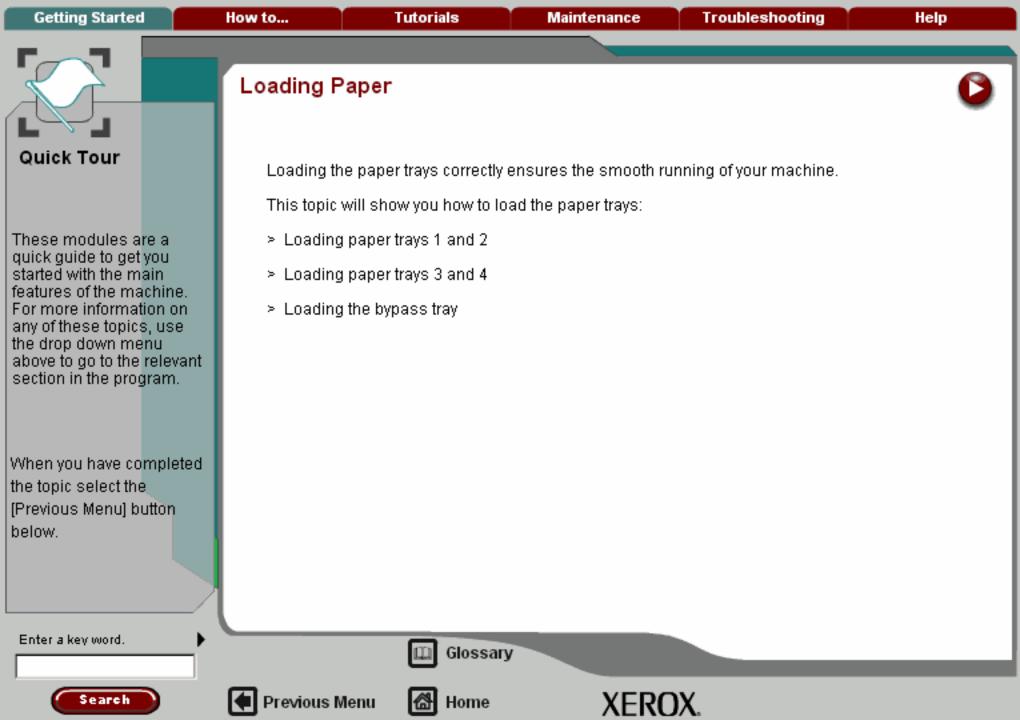


Search











When you have completed the topic select the [Previous Menu] button below.

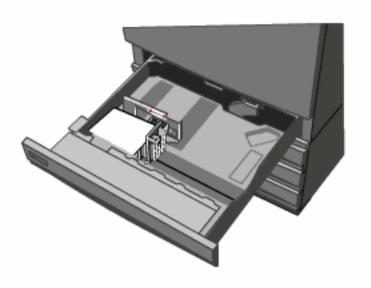
Loading paper trays 1 and 2











Trays 1 and 2 can take 520 sheets of 20lb/80gsm media, in sizes from 5.5"x8.5"/A5 to 11"x17"/A3.

The following procedure shows you how to load Tray 1 with 8.5"x11"/A4 paper.

Enter a key word.



Glossary

Topic 1/3

1/3











When you have completed the topic select the [Previous Menu] button below.

Loading paper trays 1 and 2

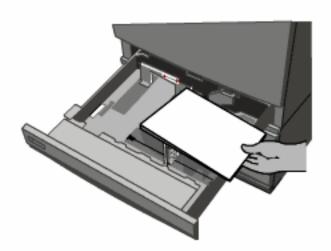












Register the stack of paper against the front left-hand corner of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

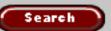
Move the rear guide to just touch the rear edge of the paper stack.

Enter a key word.



Glossary

Topic 1/3

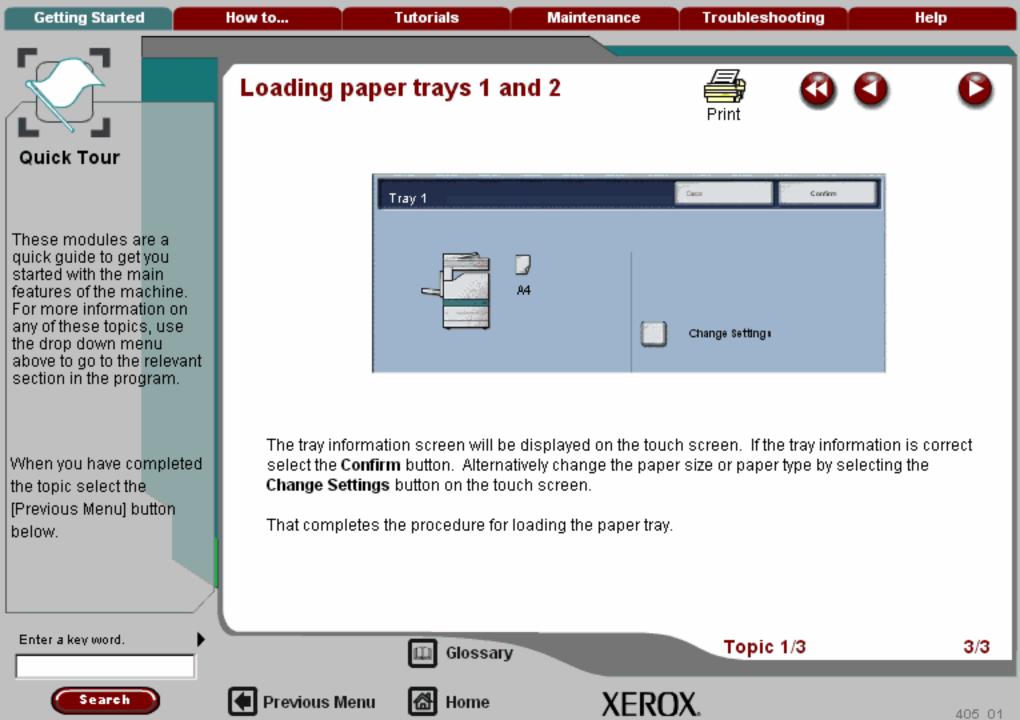














These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu

above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Loading paper trays 3 and 4











For machines with the High Capacity Feeder Option (shown above) installed, Trays 3 and 4 can contain 8.5"x11", A4, or B5 long edge feed paper only. HCF Tray 3 can take 867 sheets of 20lb/80gsm paper, while HCF Tray 4 can take 1133 sheets of 20lb/80gsm paper.

Both trays are loaded in the same way. The following procedure shows you how to load HCF Tray 3.

Enter a key word.



Glossary

Topic 2/3

1/3











When you have completed the topic select the [Previous Menu] button below.

Loading paper trays 3 and 4













Place the paper tightly against the left-hand side of the tray.

Paper must not be loaded above the maximum fill line.

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.

Enter a key word.



Glossary

Topic 2/3

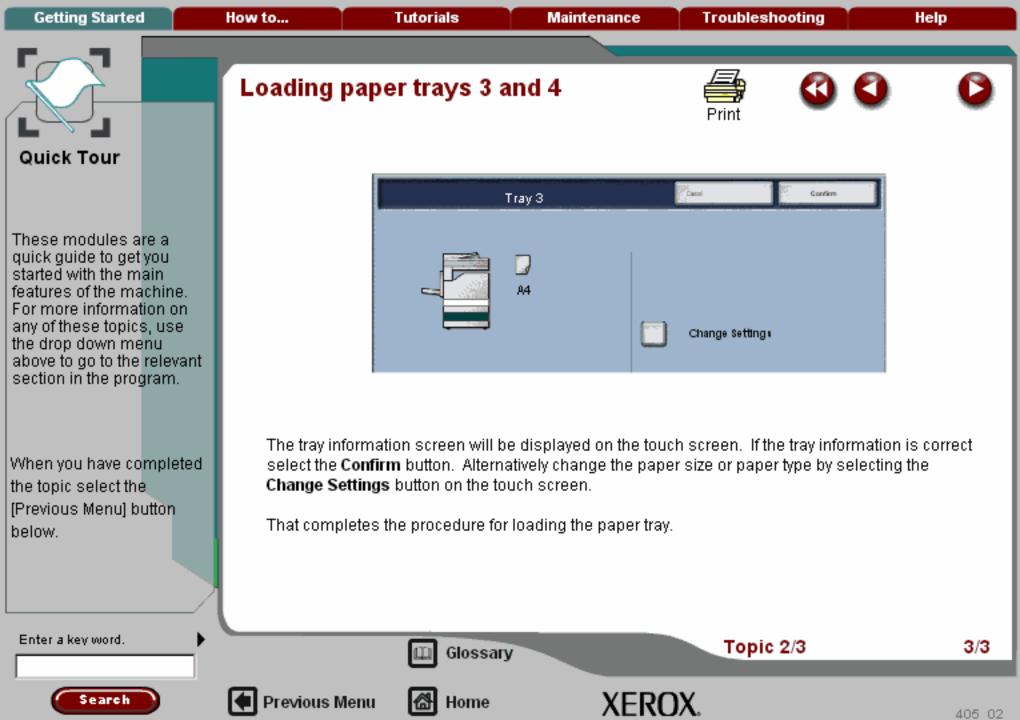
2/3













These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu

above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

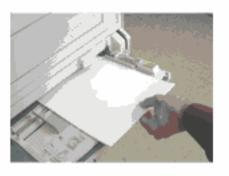












The bypass tray can hold up to 100 sheets of 20lb/80gsm media, in sizes from 4.13" x 5.83"/105.1mm x 148mm to 12" x 19"/305mm x 482.6mm.

This procedure shows you how to load transparencies into the bypass tray.

Enter a key word.



Glossary

Topic 3/3

1/3











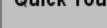
Loading the bypass tray











These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.





Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the rear guide to just touch the rear edge of the stack.

Enter a key word.



















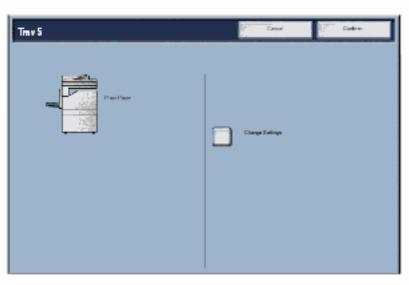
When you have completed the topic select the [Previous Menu] button below.











The tray information screen will be displayed on the touch screen. If the tray information is correct select the Confirm button. Alternatively change the paper size or paper type by selecting the Change Settings button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



Glossary

Topic 3/3

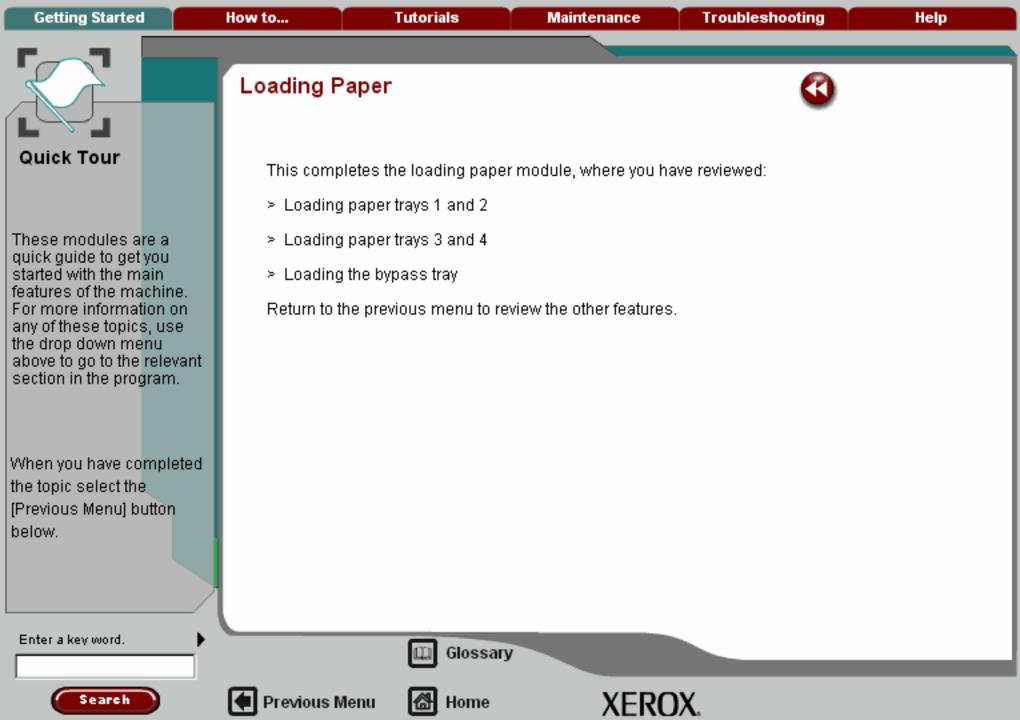
3/3













Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple copying



Before making copies on your machine, you need to determine what you want to copy and how many copies you want to make.

In this tutorial you will learn the 6 simple steps to follow when making copies:

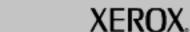
- Load the documents
- 2. Touch the Copy icon
- 3. Select the features
- Enter the quantity
- Press Start
- Identify the job in Job Status mode

Enter a key word.



Glossary







When you have completed the topic select the [Previous Menu] button below.

Simple copying









1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

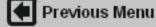
Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.

















Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple copying

2. Select the Copy icon

Pressing the **Clear All** (AC) button once will cancel any previous screen programming selections.

Select the **All Services** icon, then select the **Copy** icon.











Enter a key word.









Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple copying

2. Select the Copy icon

Pressing the **Clear All** (AC) button once will cancel any previous screen programming selections.

Select the **All Services** icon, then select the **Copy** icon.











Enter a key word.









When you have completed the topic select the [Previous Menu] button below.

Simple copying





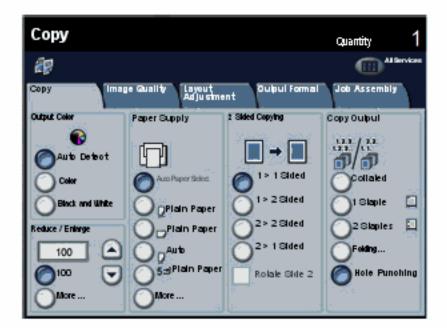


3. Select the Features

The features available on the **Copy** screen are the ones used most often. They allow you to program the standard features for a copy job.

On touching the button for the required feature, the button changes to blue. If a **More...** button is selected additional options for that feature become available.

Move your cursor over the features for an explanation of each option.

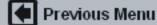


Enter a key word.

















When you have completed the topic select the [Previous Menu] button below.

Simple copying





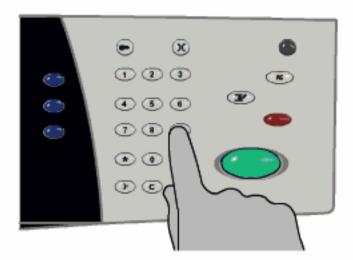




4. Enter the Quantity

On your machine the maximum copy quantity is 999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen.

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



Enter a key word.



Glossary





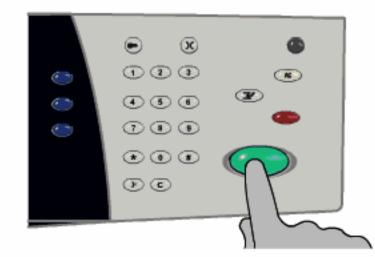




When you have completed the topic select the [Previous Menu] button below.

Search





Enter a key word.



Previous Menu



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Glossary





When you have completed the topic select the [Previous Menu] button below.

Simple copying



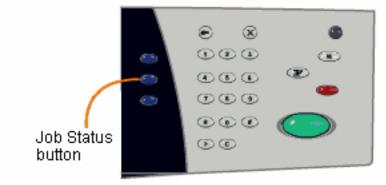




6. Identify your job in the Print Queue.

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed as a **Copy** job. If there are no jobs in the queue your job may have already been processed.





Enter a key word.

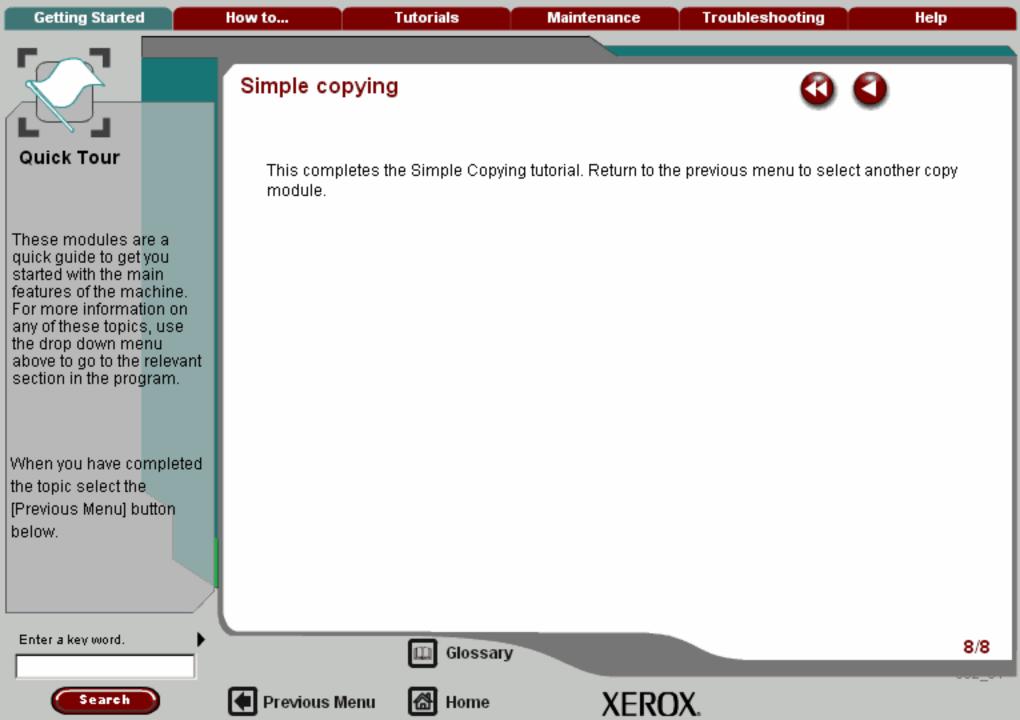


Glossary



M Home





Quick Tour

When you have completed the topic select the [Previous Menu] button below.

section in the program.

In this tutorial you will learn the 6 simple steps to follow when faxing a document:

- 1. Load the document
- 2. Select the Fax icon
- 3. Enter the Fax number or numbers
- 4. Select the features
- 5. Press Start
- 6. Identify the job in Job Status mode

Fax is an optional feature and may not be available on your machine.

Enter a key word.







When you have completed the topic select the [Previous Menu] button below.

Simple Faxing







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

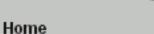
2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.



Glossary







When you have completed the topic select the [Previous Menu] button below.

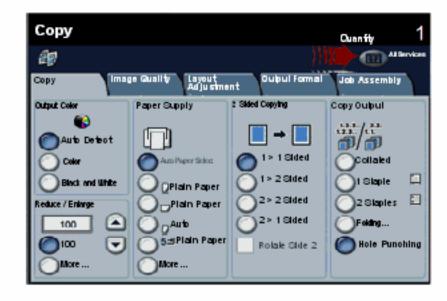
Simple Faxing







2. Select the Fax icon



Select the All Services icon, then select the Fax icon.

Enter a key word.



Glossary



XERO





When you have completed the topic select the [Previous Menu] button below.

Simple Faxing



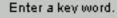




2. Select the Fax icon



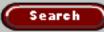
Select the All Services icon, then select the Fax icon.



















When you have completed the topic select the [Previous Menu] button below.

Simple Faxing







3. Enter the Fax number



Using the numeric keypad on the control panel enter the required fax number. Alternatively, use the machine Address Book to select a previously stored fax number. For more information on entering a fax number and the Address Book, go to the module titled Dialing Options.

Enter a key word.

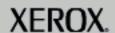


Glossary



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When you have completed the topic select the [Previous Menu] button below.

Simple Faxing







3. Enter the Fax number



To send your fax to more than one recipient, after entering the fax number select the **Add** button. Enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the Address list. This will build up a list of all the numbers you wish to fax to.

Enter a key word.



Glossary



Previous Menu





When you have completed the topic select the [Previous Menu] button below.

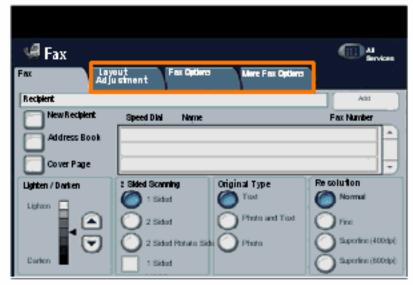
Simple Faxing







4. Select the Features



Additional fax features are found on the other tabs. For more information about the additional fax features, go to the modules titled Layout Adjustment, Fax Options, or More Fax Options within this tutorial.

Enter a key word.



Glossary



Home





Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple Faxing



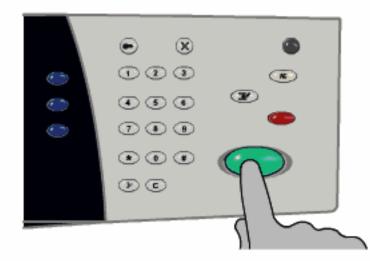




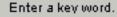


5. Press Start

Once you have pressed Start, each document is scanned once.

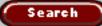


Your fax job will be submitted to the fax queue, ready to be transmitted.





















These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use

above to go to the relevant section in the program.

the drop down menu

When you have completed the topic select the [Previous Menu] button below.

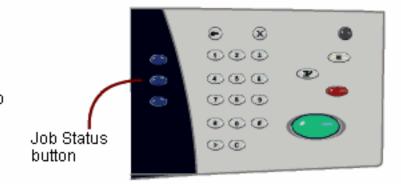
Simple Faxing





Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.















When you have completed the topic select the [Previous Menu] button below. In this tutorial you will learn the 7 simple steps to follow when Internet Faxing:

- 1. Load the document
- 2. Select the Internet Fax icon
- 3. Enter the recipient details
- 4. Enter the fax subject
- 5. Select the features using the provided tabs
- 6. Press Start
- 7. Identify the job in Job Status mode

Internet Fax is an optional feature and may not be available on your machine.

Enter a key word.

Search









When you have completed the topic select the [Previous Menu] button below.

Simple Internet Faxing







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

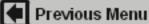
Enter a key word.



Glossary











When you have completed the topic select the [Previous Menu] button below.

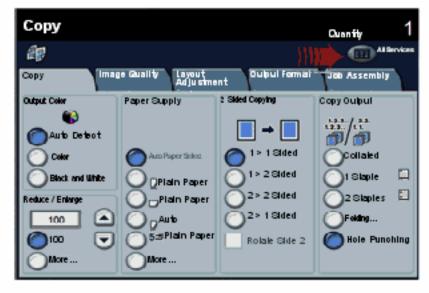
Simple Internet Faxing







2. Select the Internet Fax icon



Select the All Services icon, then select the Internet Fax icon.

Enter a key word.



Glossary



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When you have completed the topic select the [Previous Menu] button below.

Search

Simple Internet Faxing







2. Select the Internet Fax icon



Select the All Services icon, then select the Internet Fax icon.

Enter a key word.



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When you have completed the topic select the [Previous Menu] button below.

Simple Internet Faxing







3. Enter the Recipient Details

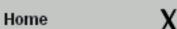


Input the full E-mail address of the receiving internet fax machine using the **New Recipient** option, or get the E-mail address from the Address Book.

For more information on using the Address Book, go to the module Entering an E-Mail Address.

Enter a key word.









When you have completed the topic select the [Previous Menu] button below.

Simple Internet Faxing







3. Enter the Recipient Details



Input the full E-mail address of the receiving internet fax machine using the **New Recipient** option, or get the E-mail address from the Address Book.

For more information on using the Address Book, go to the module Entering an E-Mail Address.

Enter a key word.



Glossary









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When you have completed the topic select the [Previous Menu] button below.

Simple Internet Faxing







4. Enter the Fax Subject



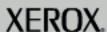
Select Subject:.

Input the fax subject using the keyboard. The subject is the title line that appears on the E-mail that is faxed to the internet fax machine.

Enter a key word.









When you have completed the topic select the [Previous Menu] button below.

Simple Internet Faxing







5. Select any features



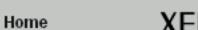
If you need to change the fax settings select the **Layout Adjustment** or **Fax Options** tabs then select the desired settings.

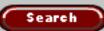
For more information on the additional settings, go to the module **Layout Adjustment** or **Fax Options** tutorials.

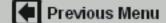
Enter a key word.



Glossary









6. Press Start







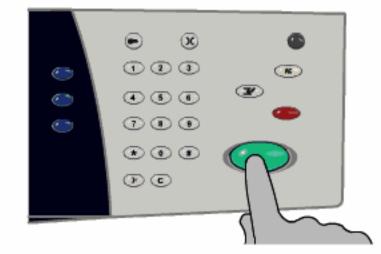


These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple Internet Faxing

Once you have pressed Start, each document is scanned once.



Enter a key word.



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When you have completed the topic select the [Previous Menu] button below.

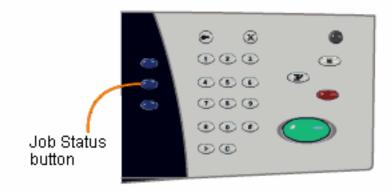
Simple Internet Faxing



7. Identify your job in the Queue

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.















When you have completed the topic select the [Previous Menu] button below.

Simple Network Scanning



In this tutorial you will learn the 7 simple steps to follow when Network Scanning:

- 1. Load the document
- 2. Select the Network Scanning icon
- 3. Select the appropriate template
- 4. Select the desired features
- 5. Press Start
- 6. Identify the job in Job Status mode
- 7. Access your job at your workstation

Network Scanning is an optional feature and may not be available on your machine. Contact your system administrator to set up this feature on your machine.

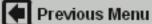
Enter a key word.















These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use

the drop down menu

above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple Network Scanning







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

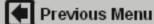
Enter a key word.



Glossary











When you have completed the topic select the [Previous Menu] button below.

Simple Network Scanning

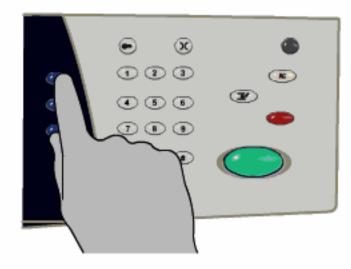




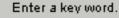




2. Select the Network Scanning icon



Select the All Services icon, then select the Network Scanning icon.

















When you have completed the topic select the [Previous Menu] button below.

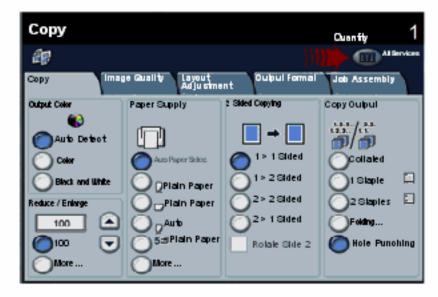
Simple Network Scanning







2. Select the Network Scanning icon

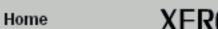


Select the All Services icon, then select the Network Scanning icon.

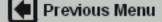
Enter a key word.



Glossary









When you have completed the topic select the [Previous Menu] button below.

Search

Simple Network Scanning







2. Select the Network Scanning icon



Select the All Services icon, then select the Network Scanning icon.

Enter a key word.



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When you have completed the topic select the [Previous Menu] button below.

Simple Network Scanning







3. Select the template



Select the template that contains the destination and other settings required for your scan job from the template list. Contact your system administrator if none of the templates have been setup.

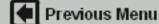
Enter a key word.















When you have completed the topic select the [Previous Menu] button below.

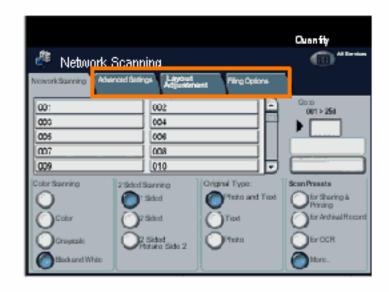
Simple Network Scanning







4. Select the Features



If you need to change the scan settings, select the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tabs, then select the desired settings.

For more information on the settings, go to the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tutorials.

Enter a key word.



Glossary





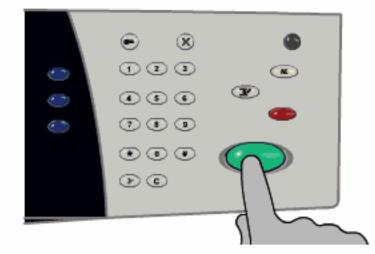


5. Press Start



Simple Network Scanning

Once you have pressed Start, each document is scanned once.



started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

These modules are a quick guide to get you

When you have completed the topic select the [Previous Menu] button below.

Search

Enter a key word.



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When you have completed the topic select the [Previous Menu] button below.

Simple Network Scanning



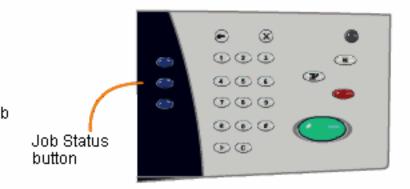




6. Identify your job in the Print Queue.

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.

















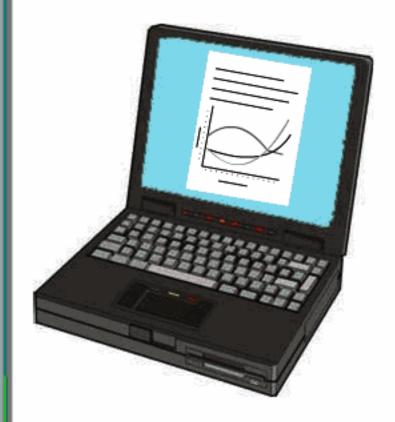
Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple Network Scanning

7. Access your job







Access the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.

Enter a key word.



Glossary









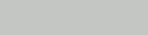


When you have completed the topic select the [Previous Menu] button below.

- 1. Load the document
- 2. Select the E-mail icon.
- 3. Enter the recipient details
- 4. Enter the E-mail subject 5. Select the features
- 6. Press Start
- 7. Identify the job in Job Status mode

E-mail is an optional feature and may not be available on your machine.

Enter a key word.



Glossary

Home





Quick Tour

These modules are a quick guide to get you started with the main features of the machine. For more information on any of these topics, use the drop down menu above to go to the relevant section in the program.

When you have completed the topic select the [Previous Menu] button below.

Simple E-mail









1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left. of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.



Glossary

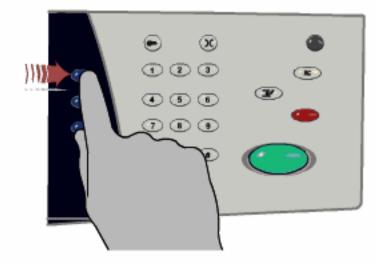




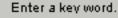
Quick Tour

When you have completed the topic select the [Previous Menu] button below.

Search



Select the All Services icon, then select the E-mail icon.





Previous Menu



Home

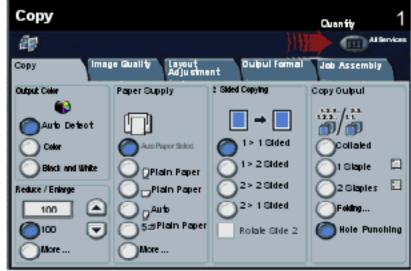


Quick Tour

When you have completed the topic select the [Previous Menu] button below.

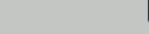
Search

2. Select the E-mail icon



Select the All Services icon, then select the E-mail icon.

Enter a key word.



Previous Menu









When you have completed the topic select the [Previous Menu] button below.

Simple E-mail







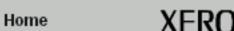
2. Select the E-mail icon



Select the All Services icon, then select the E-mail icon.

Enter a key word.







When you have completed the topic select the [Previous Menu] button below.

Simple E-mail







3. Enter the Recipient Details



Input the full E-mail address of the recipient using the **New Recipient** option, or get the E-mail address from the Address Book. For more information on using the Address Book, go to the tutorial titled Entering an E-mail Address.

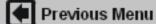
Enter a key word.













When you have completed the topic select the [Previous Menu] button below.

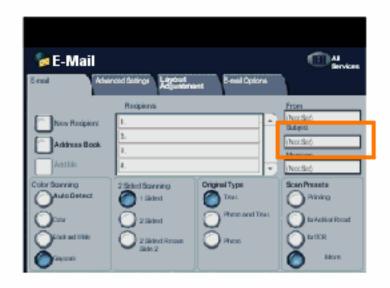
Simple E-mail







4. Enter the E-mail Subject



Select Subject.

Input the E-mail subject using the keyboard. The subject is the line that appears on the E-mail.

Enter a key word.



Glossary



Home







When you have completed the topic select the [Previous Menu] button below.

Search

Simple E-mail







5. Select the features



If you need to change the E-mail settings, select the **Advanced Settings**, **Layout Adjustment**, or **E-mail Options** tabs, then select the desired settings.

For more information on the settings, go to the **Advanced Settings**, **Layout Adjustment**, or **E-mail Options** tutorials.

Enter a key word.

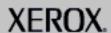


Glossary



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Home

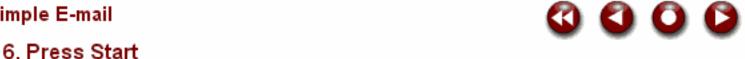




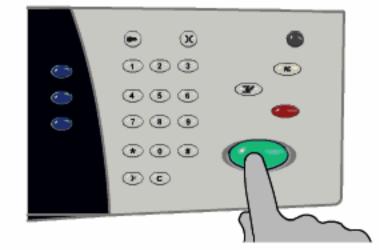
When you have completed the topic select the [Previous Menu] button below.

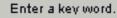
Search

Simple E-mail



Once you have pressed Start, each document is scanned once.







Previous Menu



Home

Glossary





section in the program.

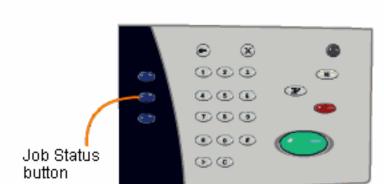
When you have completed the topic select the [Previous Menu] button below.

Simple E-mail

7. Identify your job in the Queue

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.



Glossary











Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help





This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Productivity Features

The machine is a multifunction device with 4 digital functions combined into one sleek integrated system.

It is designed to support large workgroups in different production environments, reducing operating costs while improving the production and management of documents.

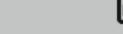
Do more with less. Streamline your workflow. Add a new dimension to the productivity of your office!



(Click to Continue)

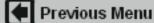


Enter a key word.



Glossary







Home





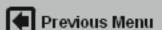
This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Search



Enter a key word.









the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

Performance Flexibility Versatility

Ease of Use

...And More!

Enter a key word.

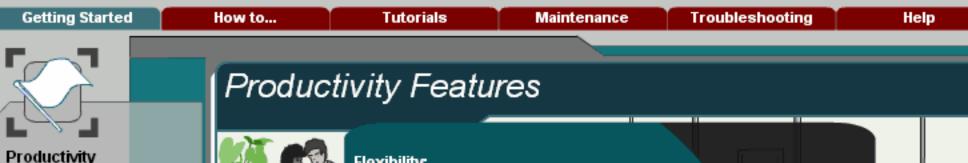


Previous Menu



Home





This module explains how you can use the features of the machine to be more productive in your day to day activities.

When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Flexibility:

- Large paper supply, supports a variety of standard/odd sized media. stock (e.g. envelopes, transparencies and other special media)
- Scans standard/odd sized documents
- Variety of print/output options available (e.g. collated, 2 sided, stapled, hole punched, covers, booklets, multi-up)
- Upgrade your existing machine to include optional features, enabling your machine to grow as your requirements grow.

[Close]

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

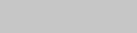
Flexibility Versatility

Performance

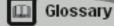
Ease of Use

...And More!

Enter a key word.

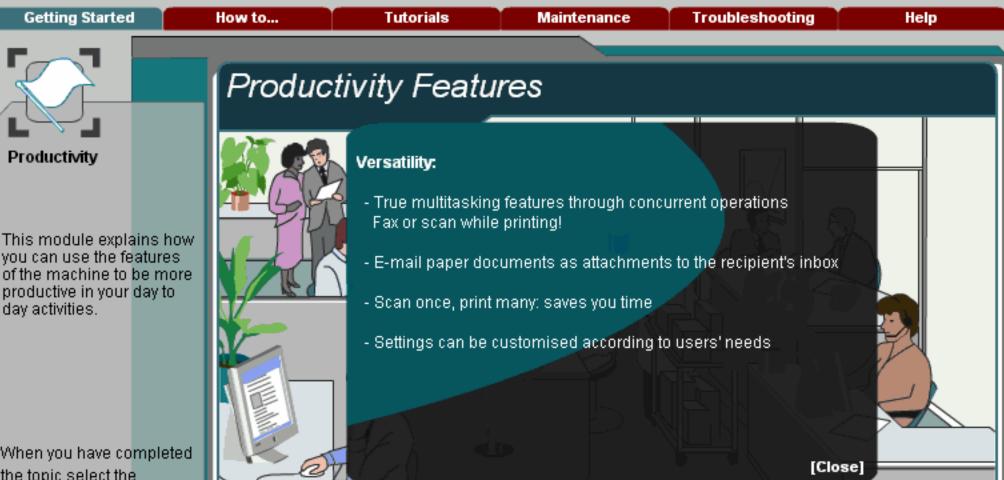


Previous Menu









When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

Performance Flexibility

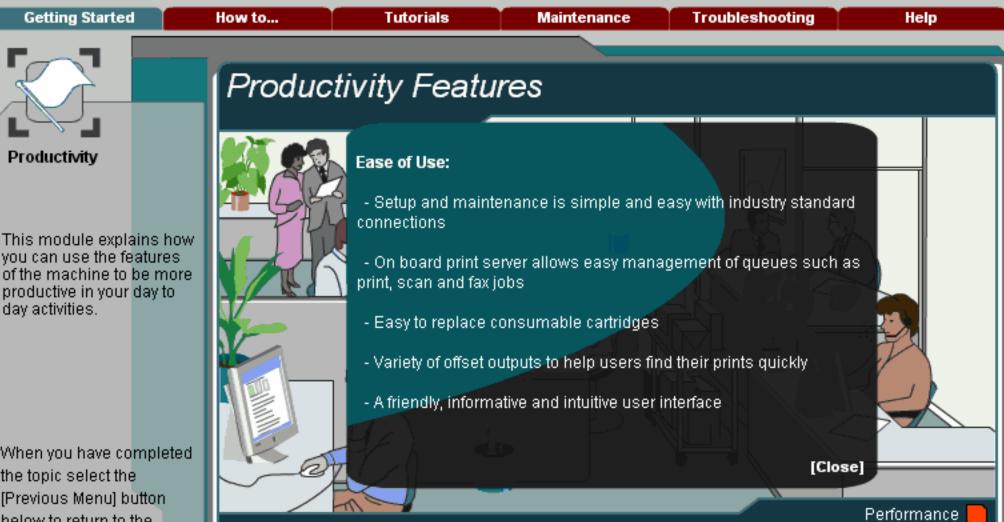
Versatility

Ease of Use ...And More!









When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Enter a key word.

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

Flexibility

Versatility Ease of Use

...And More!



Glossary





Home





When you have completed the topic select the [Previous Menu] button below to return to the Getting Started Menu.

Select the members of staff in the office to find out how the machine can be used to improve their productivity.

Flexibility Versatility Ease of Use

Performance

...And More!

Enter a key word.



Previous Menu



Home





Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help



Getting Started How to... Tutorials Maintenance Troubleshooting Help



Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications











This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.





Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications

Machine Weight

Accessibility

Print Speed from Paper Tray 1

Warm-up Time

Machine Configurations

All configurations include one each of the following:

- -Document Handler or Platen Cover
- -Bypass Tray
- -Center Tray
- -Paper Tray 1 plus Three-Tray option, or Paper Tray 1 and Tray 2 plus High Capacity Feed option

Finishing options include the Office Finisher, or Advanced Office Finisher, or Professional Finisher (with Booklet Maker)







This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.



Machine Configurations

Document Handler >>>

Paper Supply >>>

Machine Weight

Output Modules >>>

Accessibility

Electrical Specifications

Print Speed from Paper Tray 1

Home

Warm-up Time

Machine Weight

With Document Handler, 4 Paper Trays, Bypass Tray, and OCT: Approximately 385 lb. / 175 Kg.

With Document Handler, 4 Paper Trays, Bypass Tray and Advanced Office Finisher: Approximately 503 lb. / 228 Kg.









This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

▶ Machine Specifications >>>

Machine Configurations

Document Handler >>>

Paper Supply >>>

Machine Weight

Output Modules >>>

▶ Accessibility

Electrical Specifications

Print Speed from Paper Tray 1

Home

Warm-up Time

Accessibility

From the front and both sides









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If further specification information is required please contact your Xerox Representative.



Machine Configurations

Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications

Machine Weight

Accessibility

▶ Print Speed from Paper Tray 1

Warm-up Time

Print Speed from Paper Tray 1

7328:

A4 LEF: 28 ppm one-sided black and white, 26 ppm one-sided color

7335:

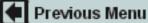
A4 LEF: 35 ppm one-sided black and white, 31 ppm one-sided color

7345:

A4 LEF: 45 ppm one-sided black and white, 35 ppm one-sided color











This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

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1	Machine Specifications >>	>

Machine Configurations

Document Handler >>>

Paper Supply >>>

Machine Weight

Output Modules >>>

Accessibility

Electrical Specifications

Print Speed from Paper Tray 1

Home

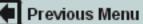
▶Warm-up Time

Warm-up Time

Cold Start: less than 45 seconds

From low power mode: less than 30 seconds









This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

▶ Capacity

Document Handler >>>

Document sizes

Paper Supply >>>

Paper Weights

Output Modules >>>

Mixed Sizes

Electrical Specifications

Size Sensing

Capacity

75 sheets of 80gsm paper







This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Capacity

Document Handler >>> Document sizes

Paper Weights Paper Supply >>>

Mixed Sizes Output Modules >>>

Size Sensing Electrical Specifications

Document sizes

A5 to A4 LEF or A5 to A3 SEF



Search





Home



This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Capacity

Document Handler >>>

Document sizes

Paper Supply >>>

▶Paper Weights

Output Modules >>>

Mixed Sizes

Electrical Specifications

Size Sensing

Paper Weights

38gsm - 128gsm











This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Capacity

Document Handler >>>

Document sizes

Paper Supply >>>

Paper Weights

Output Modules >>>

Mixed Sizes

Electrical Specifications

Size Sensing

Mixed Sizes

Yes - when selected on the user interface and the lead edges have the same dimensions (A4 LEF and A3 SEF).







This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Capacity

Document Handler >>>

Document sizes

Paper Supply >>>

Paper Weights

Output Modules >>>

Mixed Sizes

Electrical Specifications

Size Sensing

Size Sensing

Document sizes can be detected by sensors within the Document Handler.









This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Trays 1 and 2

Document Handler >>>

Bypass Tray

Paper Supply >>>

Tray 3

Output Modules >>>

Tray 4

Electrical Specifications

Trays 1 and 2

Capacity: 520 sheets of 80gsm.

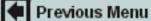
Paper Weights: 64gsm - 220gsm.

Paper Sizes: A5 SEF to A3 SEF

Auto Size Sensing: Letter, 11x17 SEF, Legal SEF, 8x10 SEF, 5.5x8.5 SEF, A3 SEF, B4 SEF, A4, B4 SEF, B5 LEF, A5 SEF

Media Type: Bond; Punched; Plain; Letterhead; Pre-printed; Transparencies, Heavyweight, Extra Heavyweight, Glossy, Heavyweight Glossy, Custom









This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Trays 1 and 2

Document Handler >>> Bypass Tray

Paper Supply >>> Tray 3

Output Modules >>> Tray 4

Electrical Specifications

Bypass Tray

Capacity: 100 sheets of 80gsm Paper Weights: 64gsm - 220gsm.

Paper Sizes: A6 SEF to SRA3 SEF

Auto Size Sensing: No

Media Type: Bond; Punched; Plain; Letterhead;

Pre-printed; Labels; Transparencies:

Envelopes; Heavyweight; Extra Heavyweight; Glossy; Heavyweight Glossy; Lightweight;

Custom







Getting Started How to... **Tutorials Troubleshooting** Help Maintenance



Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Trays 1 and 2

Document Handler >>>

Bypass Tray

Paper Supply >>>

Tray 3

Output Modules >>>

Tray 4

Electrical Specifications

Tray 3

High Capacity Feed Option

Capacity: 867 sheets of 80 gsm.

Paper Sizes: A4 LEF, 8.5" x 11" LEF, B5 LEF

Paper Weights: 64gsm - 220gsm

Media Type: Bond; Punched; Plain; Letterhead;

Pre-printed

Three Tray Option

Capacity: 520 sheets of 80gsm.

Paper Sizes: A5 SEF to A3 SEF

Paper Weights: 64gsm - 220gsm

Media Type: Bond; Punched; Plain; Letterhead;

Pre-printed; Transparencies, Heavyweight, Extra Heavyweight, Glossy, Heavyweight

Glossy, Custom

Search





Home

Getting Started How to... Tutorials Maintenance Troubleshooting Help



Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Trays 1 and 2

Document Handler >>> Bypass Tray

Paper Supply >>> Tray 3

Electrical Specifications

Tray 4

High Capacity Feed Option

Capacity: 1133 sheets of 80gsm.

Paper Sizes: A4 LEF, 8.5" x 11" LEF, B5 LEF

Paper Weights: 64gsm - 220gsm

Media Type: Bond; Punched; Plain; Letterhead;

Pre-printed

Three Tray Option

Capacity: 520 sheets of 80gsm.

Paper Sizes: A5 SEF to A3 SEF Paper Weights: 64gsm - 220gsm

Media Type: Bond; Punched; Plain; Letterhead;

Pre-printed; Transparencies, Heavyweight,

Extra Heavyweight, Glossy, Heavyweight Glossy, Custom





Previous Menu



This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

≫Center Tray

Document Handler >>>

Office Finisher

Paper Supply >>>

Advanced Office Finisher



Professional Finisher (with Booklet Maker)

Electrical Specifications

Center Tray

Capacity: approximately 400 sheets of 80gsm (200 sheet capacity if Office Finisher is installed, 50 sheet capacity if Advanced Office Finisher or Professional Finisher (with Booklet Maker) is installed)

Paper Sizes: 4.13" x 5.83" to 12" x 19"









This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>> Center Tray

Document Handler >>> Office Finisher

Paper Supply >>> Advanced Office Finisher

Output Modules >>> Professional Finisher (with Booklet Maker)

Electrical Specifications

Office Finisher

Capacity: approximately 1000 sheets of 80gsm

Paper Sizes: 8" x 10" to A3

Paper Weights: 64gsm - 220gsm Stapling: Single (any corner) and Dual

Auto Stapling: 50 sheets(80gsm) maximum

Sizes supported: Letter, Legal, A3

Search







Home



This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Document Handler >>>

Office Finisher

Center Tray

Paper Supply >>>

► Advanced Office Finisher

Output Modules >>>

Professional Finisher (with Booklet Maker)

Electrical Specifications

Advanced Office Finisher

Capacity top tray: approximately 500 sheets Capacity lower tray: 3000 sheets of 80gsm A4 size

Paper Sizes: 4"x6" SEF to 12"x19" SEF Paper Weights: 64gsm - 220gsm Stapling: 50 sheets of 80gsm Staples: 5000 per cartridge

Hole Punch: 2/4 hole or 3 hole punch option







Getting Started How to... **Tutorials Troubleshooting** Help Maintenance



Specifications

This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications

Center Tray

Office Finisher

Advanced Office Finisher

▶Professional Finisher (with **Booklet Maker)**

Professional Finisher (with Booklet Maker)

Capacity top tray: approximately 500 sheets Capacity lower tray: 1500 sheets of 80gsm A4 size

Paper Sizes: 4"x6" SEF to 12"x19" SEF Paper Weights: 64gsm - 220gsm Stapling: 50 sheets of 80gsm Staples: 5000 per cartridge

Hole Punch: 2/4 hole or 3 hole punch option Booklet Making: Bi-folded booklets(5 sheets maximum), or Saddle-stitched and Centre -folded booklets(15 sheets maximum)









This machine adheres to strict specifications, approvals and certifications. These specifications show what the machine is designed to do.

If further specification information is required please contact your Xerox Representative.

Machine Specifications >>>

Document Handler >>>

Paper Supply >>>

Output Modules >>>

Electrical Specifications

Electrical Specifications

Frequency: 50/60 HZ

Electrical Voltage:100-127 VAC

Power Consumption: TBD KVA maximum





Getting Started



How to...



Tutorials



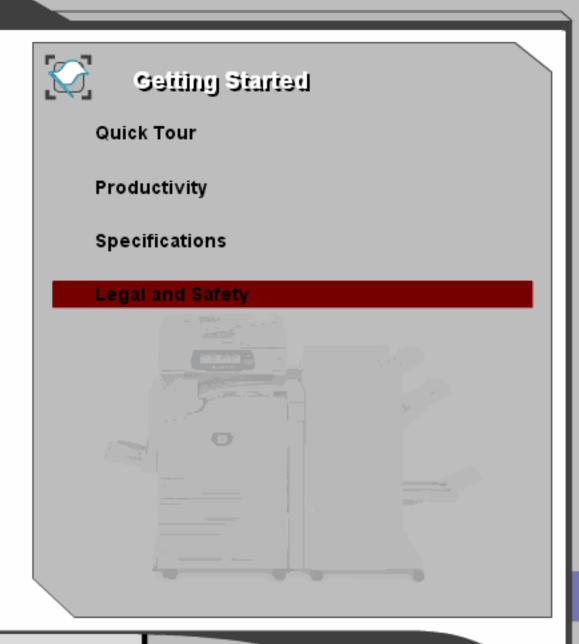
Maintenance



Troubleshooting



Help



Getting Started How to... Tutorials Maintenance Troubleshooting Help



Legal and Safety

These modules contain important legal and safety information. They explain the procedures you should use in order to avoid injury to yourself or damage to your machine. They also identify and explain the legal and safety regulations that apply to this machine.

Introduction

Safety Notes

Regulatory Information

Environmental Compliance







Enter a key word.







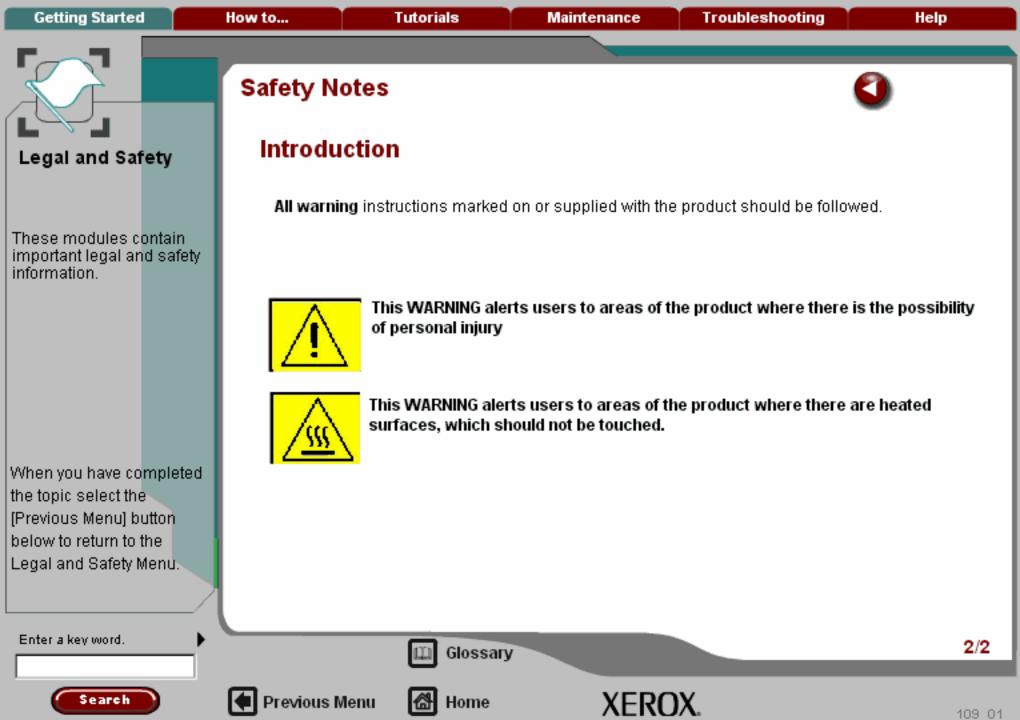






Home







Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Safety Notes



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

Electrical Supply

This product should be operated from the type of electrical supply indicted on the data plate label located on the rear cover. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

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 provide operator access to safe areas only. Operator access to hazardous areas is restricted using covers or guards, which require a tool to enable removal. Never remove these covers or guards.

Enter a key word.



Glossary





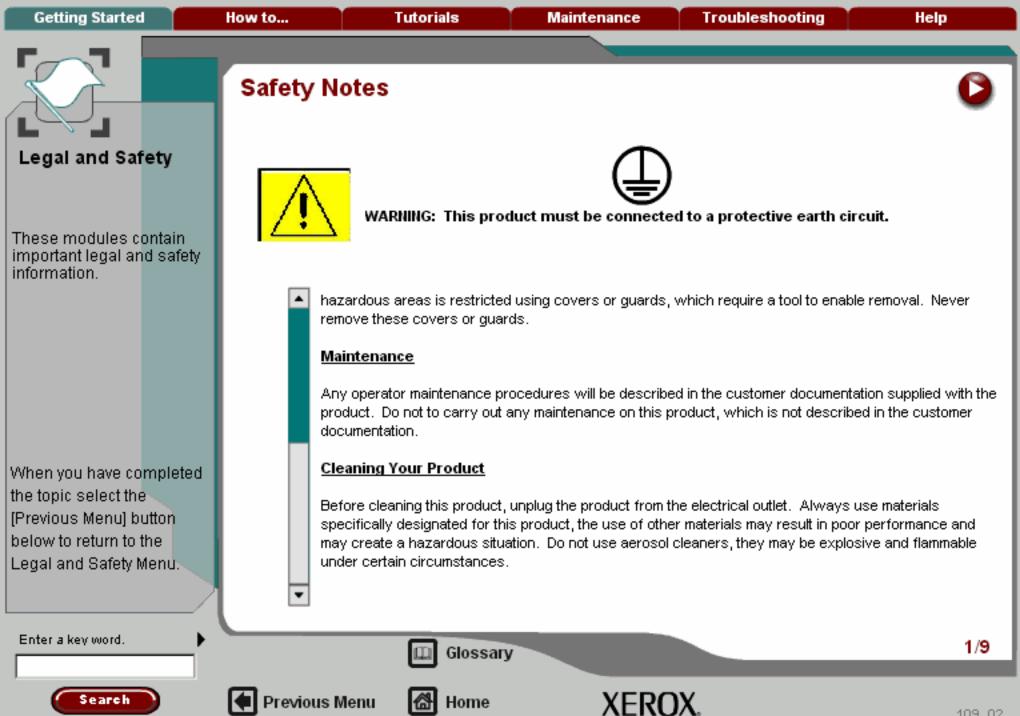


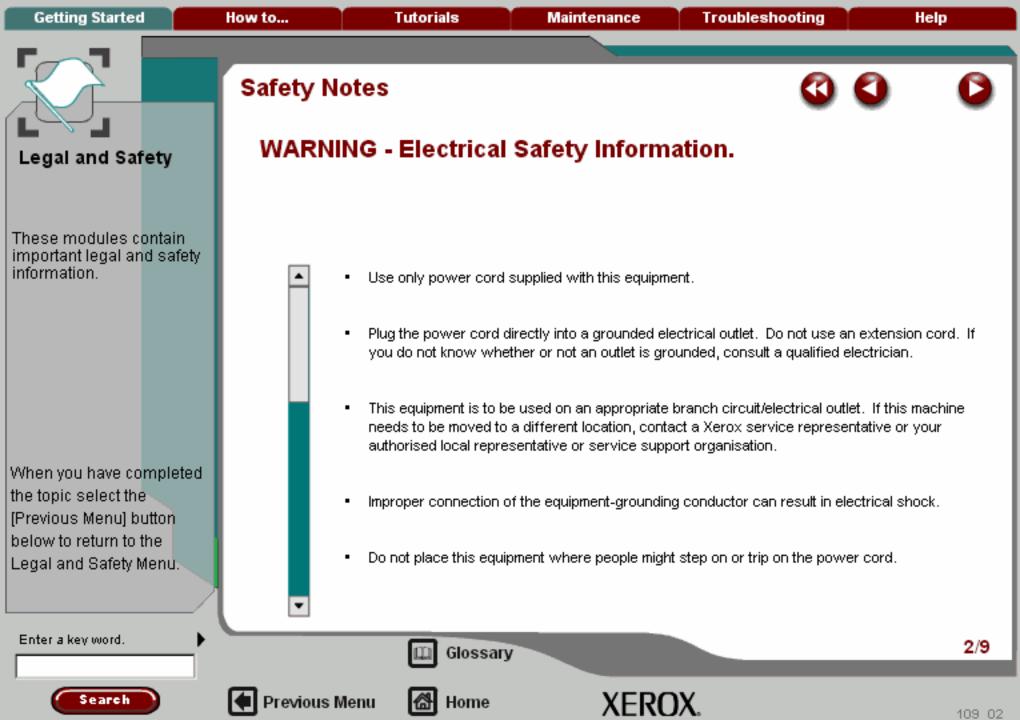


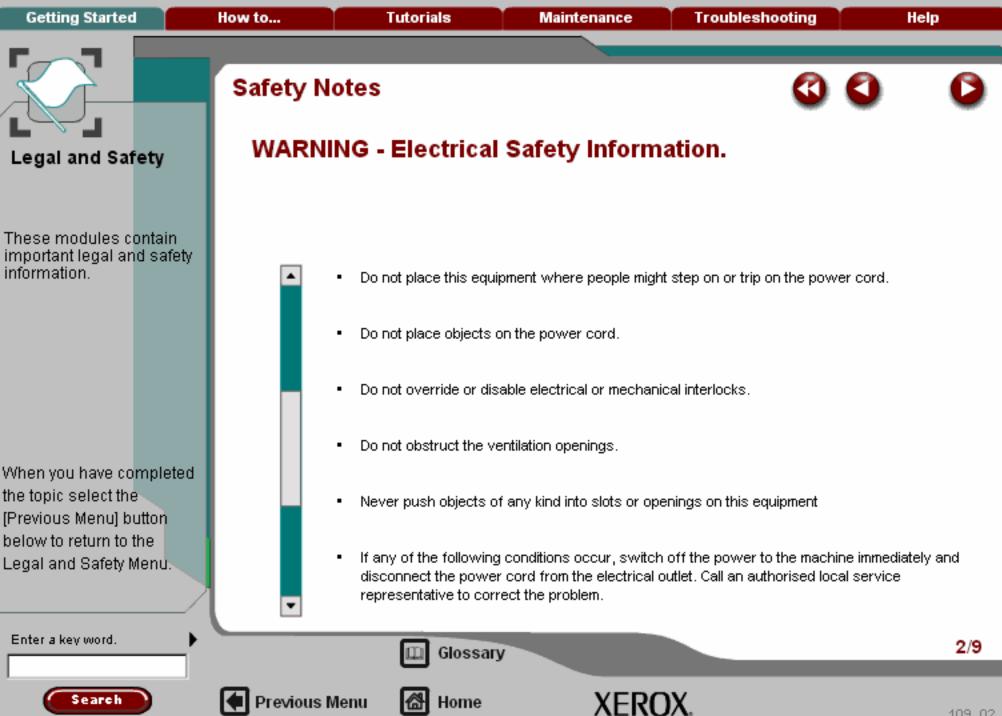


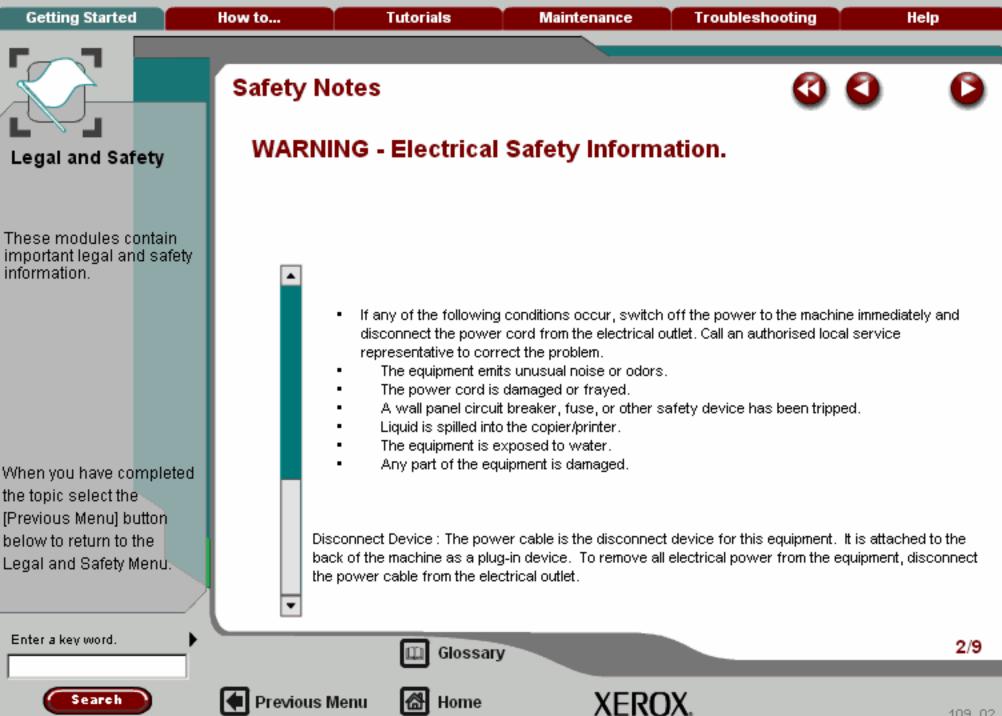


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Legal and Safety

These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Safety Notes







Laser Safety Information

CAUTION: Use of controls, adjustments or performance of procedure other than those specified herein may result in hazardous light exposure.

This product complies with safety standards and is certified as a Class 1 Laser product under the US Department of Health and Human Services (DHSS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This product does not emit hazardous laser radiation.

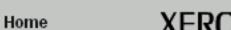
Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation. The Centre for Devices and Radiological Health (CDRH) of the US Food and Drug Administration implemented regulations for laser products on August 1 1976. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States.

This product contains laser warning labels. These labels are intended for use by Xerox Service Representatives and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas inside these covers.

Enter a key word.

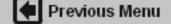


Glossary



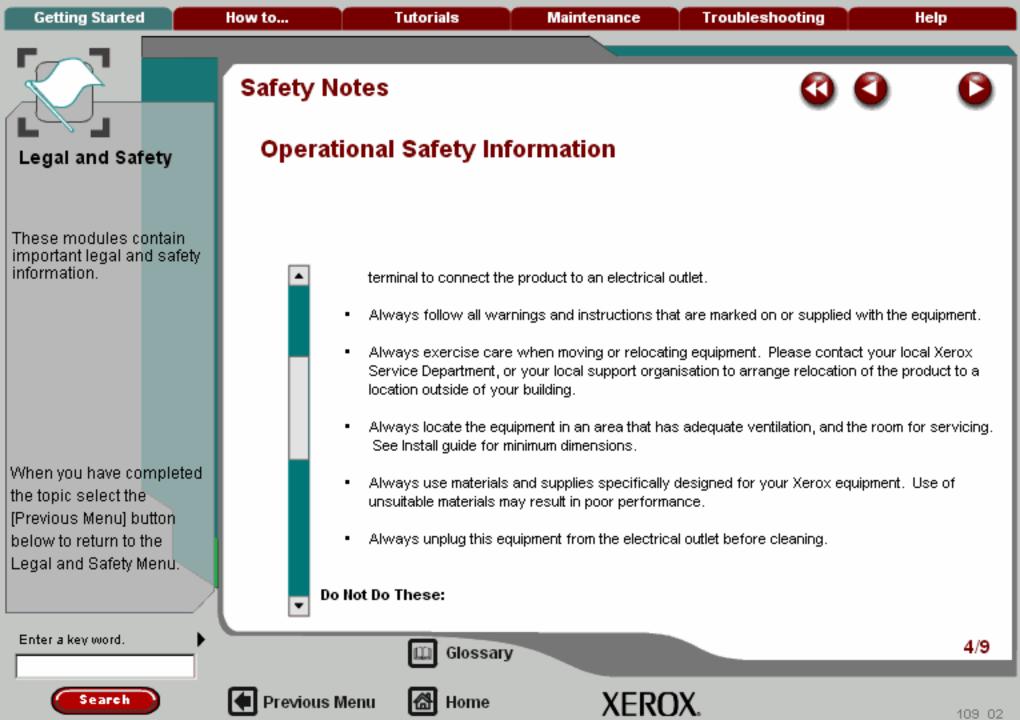


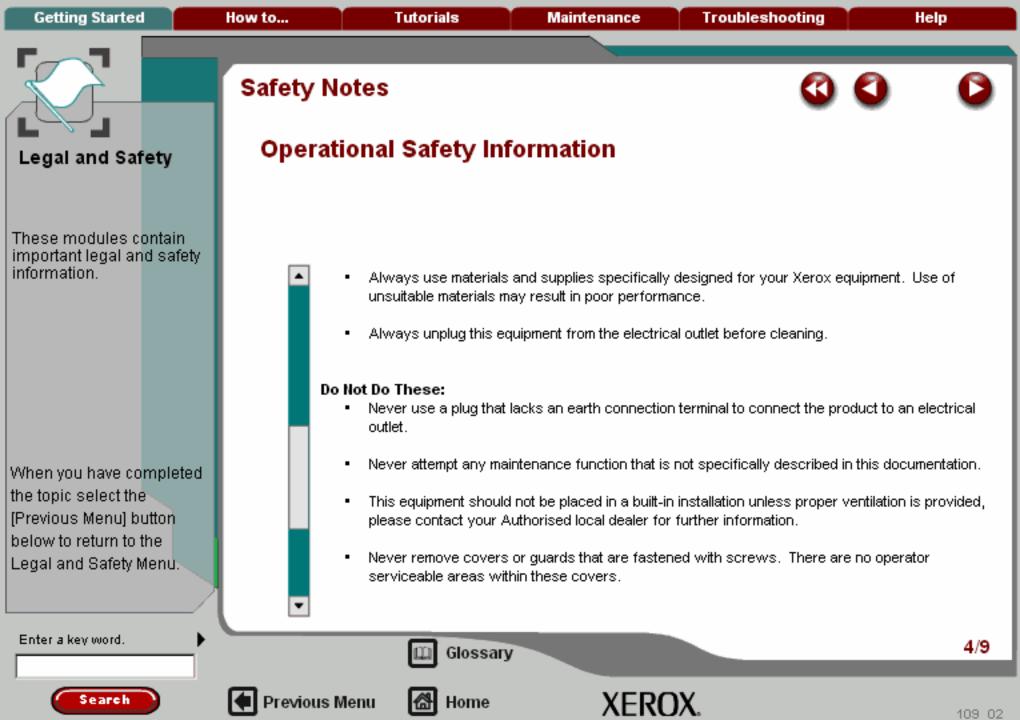
3/9

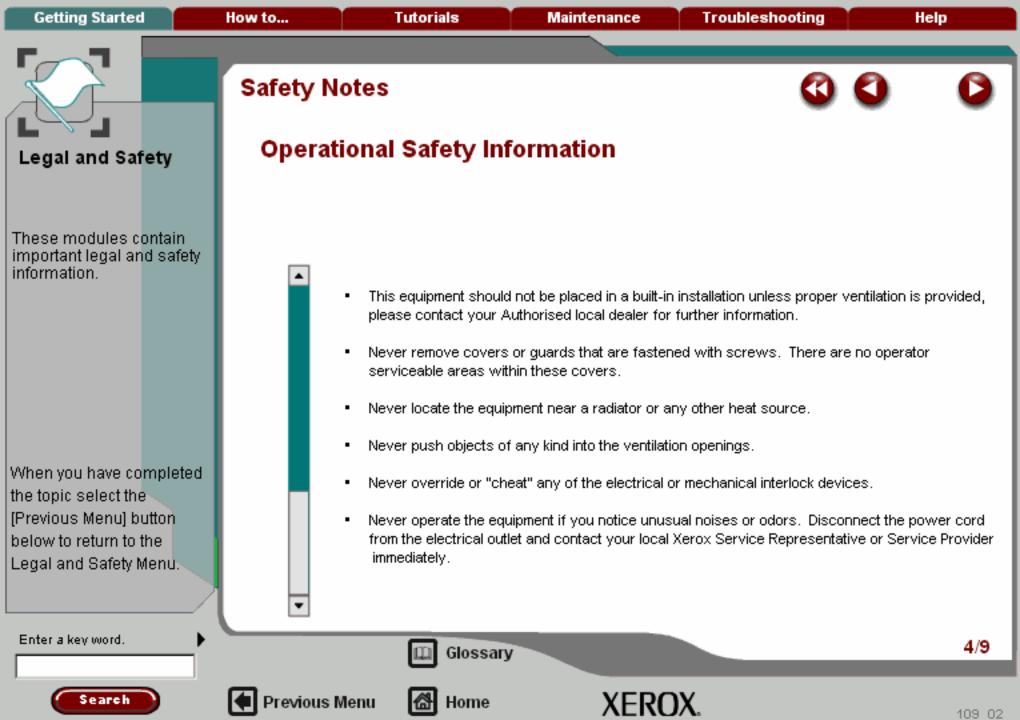


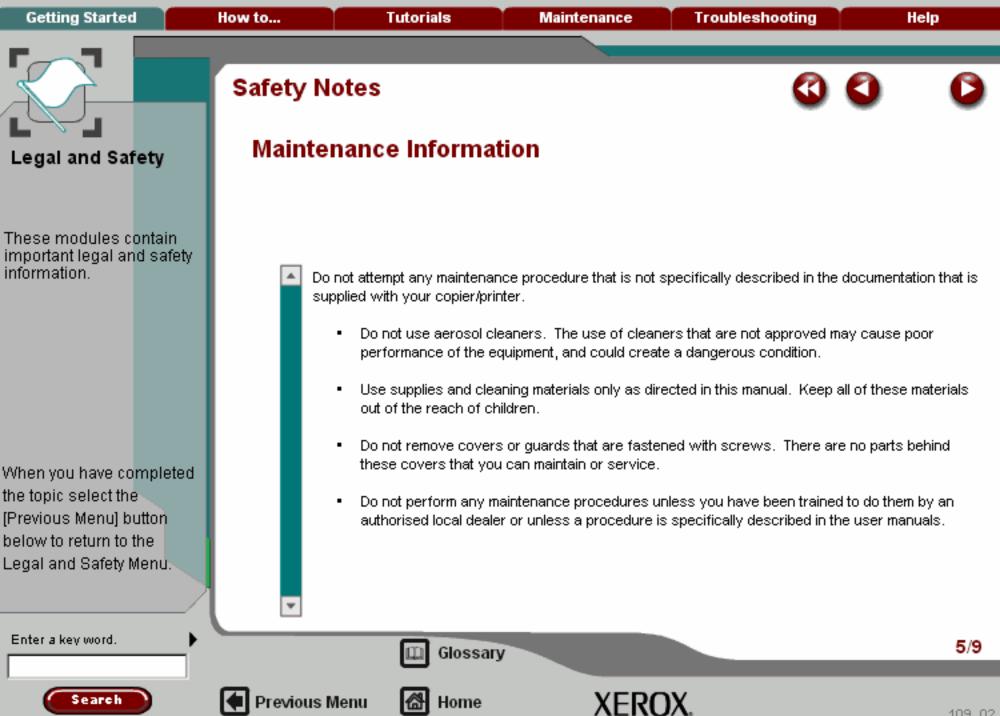




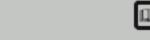








[Previous Menu] button below to return to the Legal and Safety Menu.







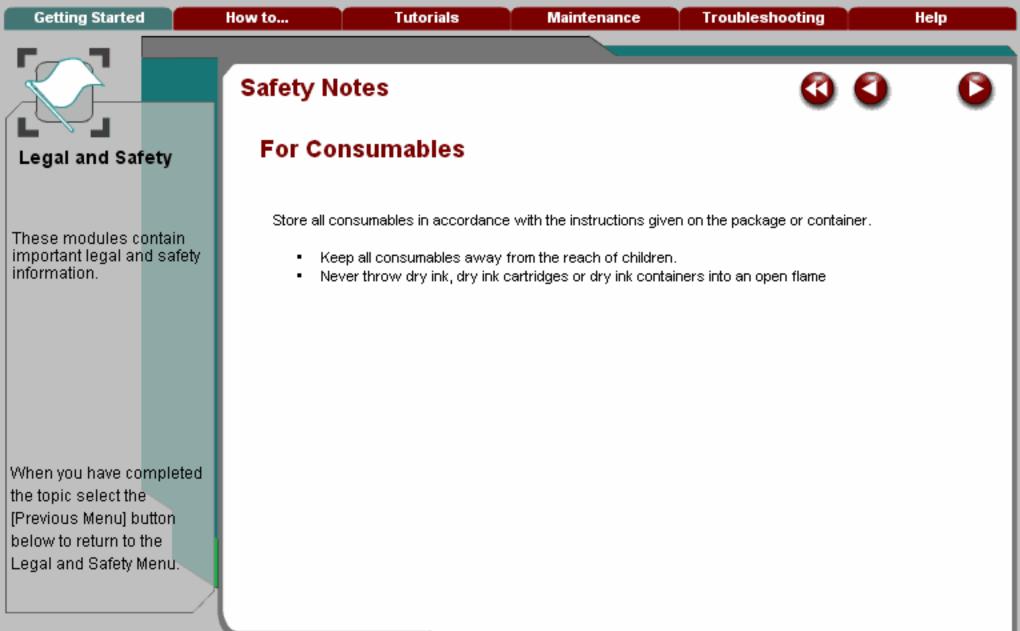




Enter a key word.







Enter a key word.

Search









Glossary



which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations

Enter a key word.









When you have completed

the topic select the

[Previous Menu] button

below to return to the Legal and Safety Menu.





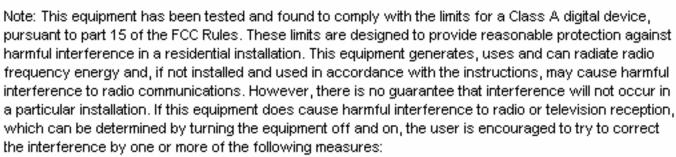




These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Radio Frequency Emissions



- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

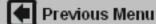
Enter a key word.



Glossary









These modules contain important legal and safety

information

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

Agency

Underwriters Laboratories Inc

Standard

Previous Menu

UL60950-1 1st (2003) (USA)

IEC60950-1 Edition 1 (2001)

CAN/CSA-C22.2 No. 60950-1-03 (Canada)

This product has been manufactured under a registered ISO9001 Quality system.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Enter a key word.

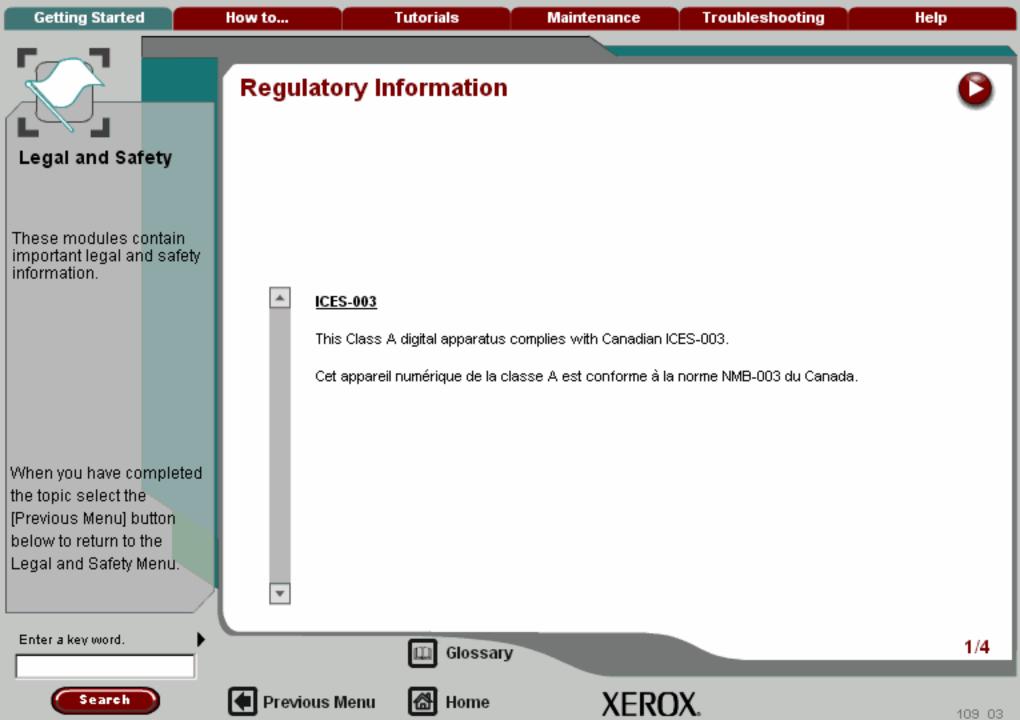


Glossary



Home







These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Regulatory Information





US Regulatory Information for the Fax Kit option

Fax Send Header Requirements: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) The country location, telephone number identifying the machine, the header text information (business name), the send and receive behavior and dial type must be entered when installing the Embedded Fax kit option. Refer to the System Administration CD for further information on installing Embedded Fax and the Interactive User Guide CD for information about the Transmit Header feature.

Data Coupler Information: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). A label is fixed to the safety cover of the fax kit that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

A FCC compliant telephone cord and modular plug is provided with this equipment. It is designed to be

Enter a key word.



Glossary













To order the correct service from the local telephone company please quote the codes listed below: Facility Interface Code (FIC), Service Order Code (SOC), USOC Jack code and Ringer Equivalence Number (REN).

FIC	soc	USOC Jack	REN
02LS2	9.0F	RJ-11C	0.3

WARNING: Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorised jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused

the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

When you have completed

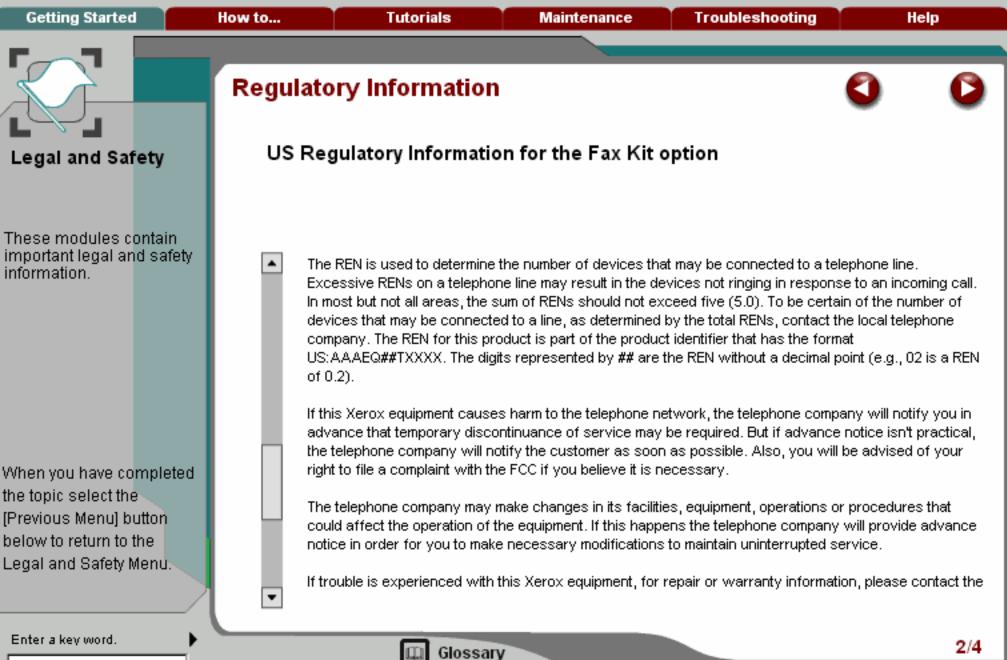
Enter a key word.

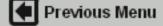


Glossary



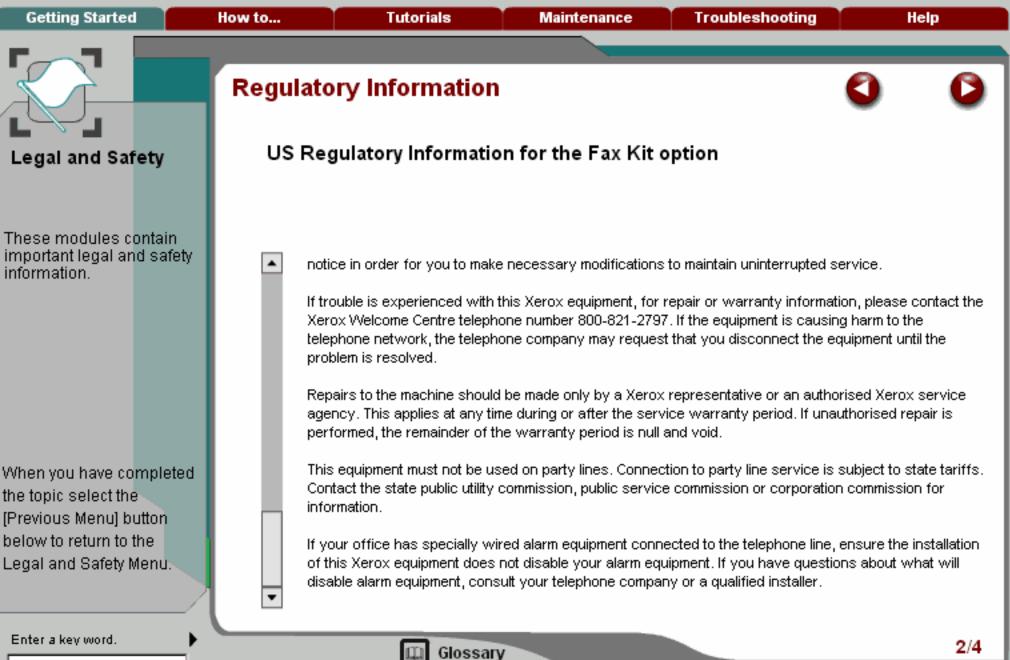






















These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

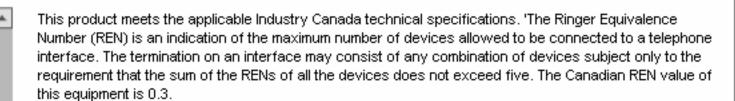
Regulatory Information







Canadian Regulatory Information for the Fax Kit option



Repairs to certified equipment should be made by an authorised Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

Enter a key word.



Glossary

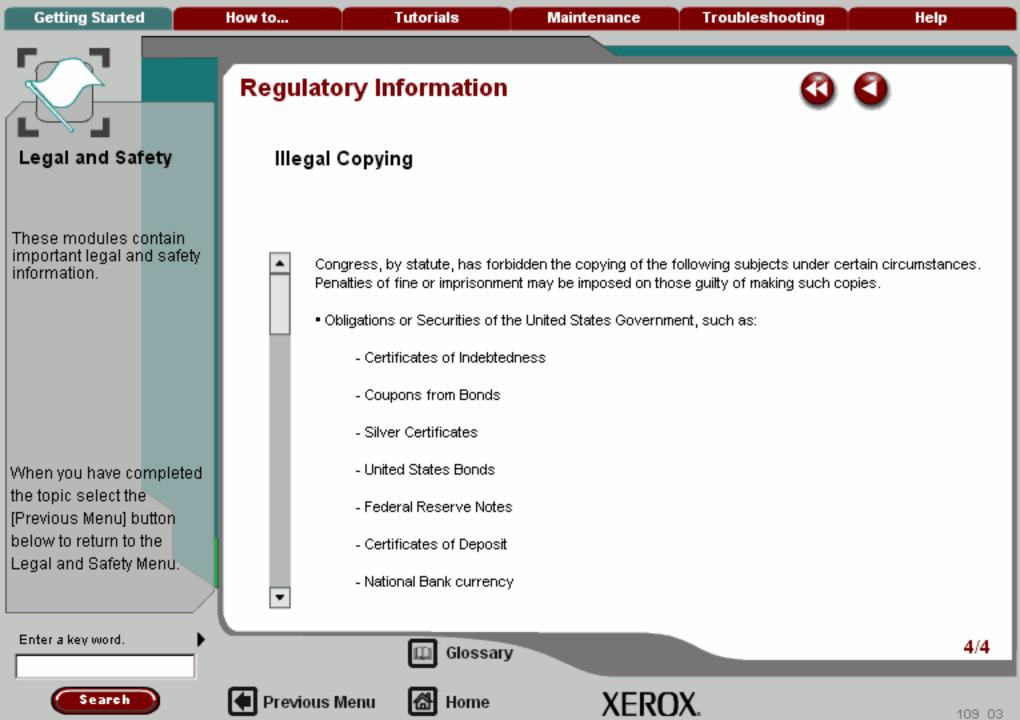


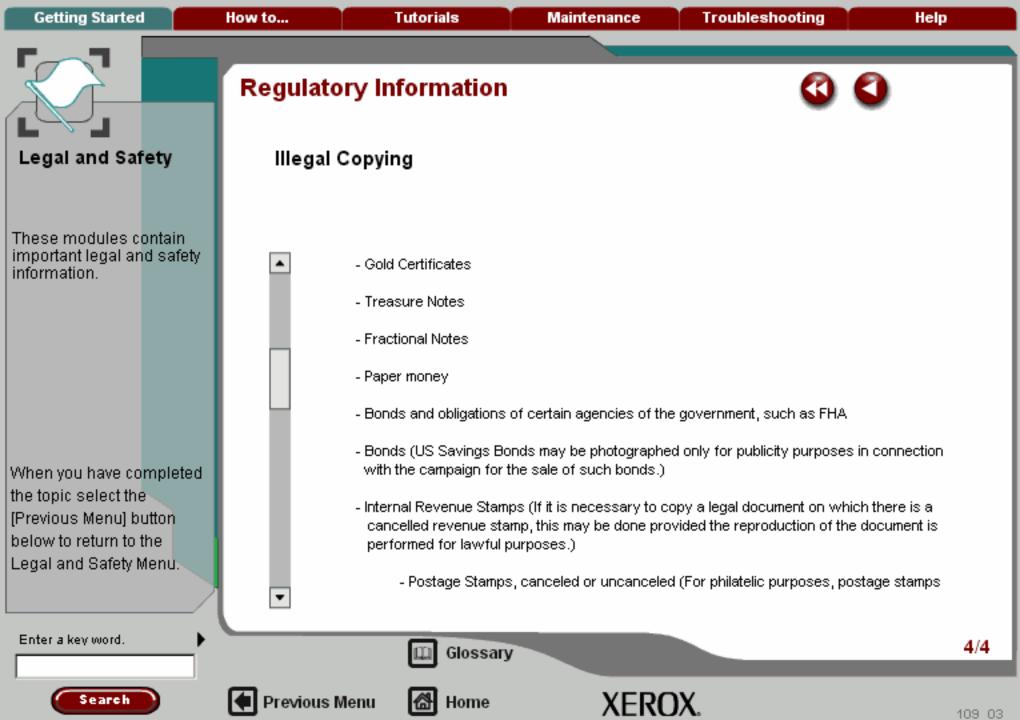


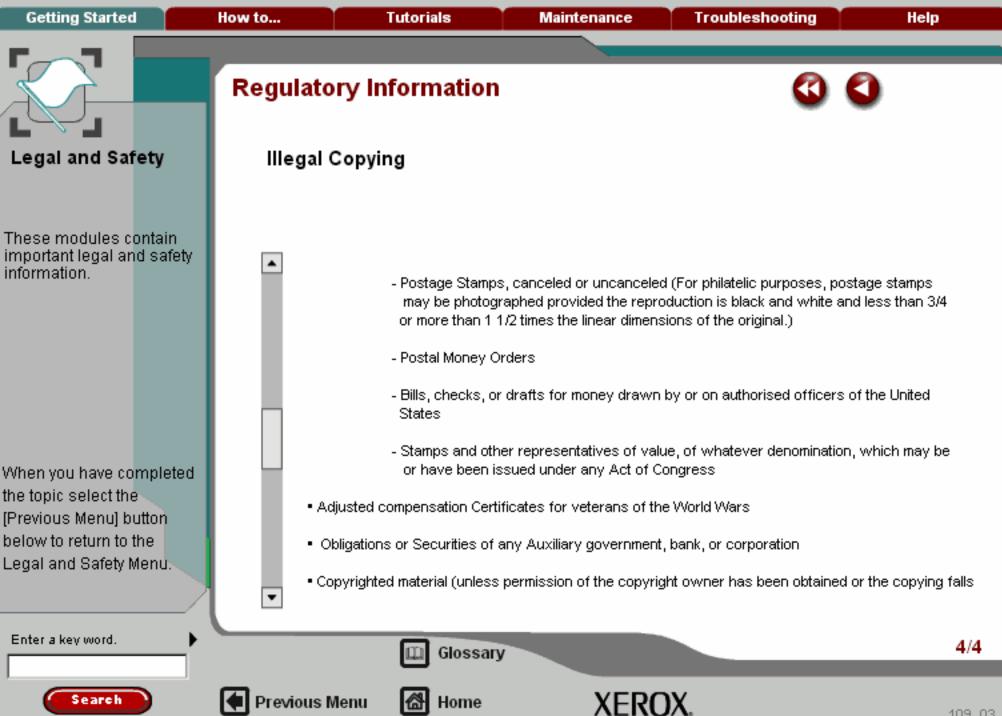


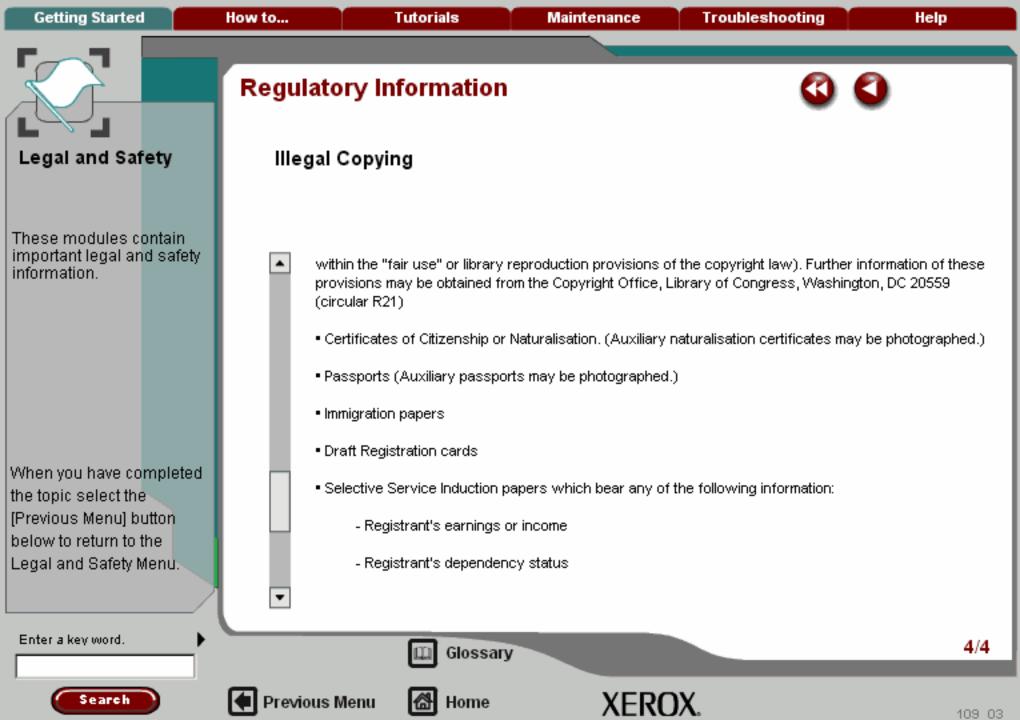


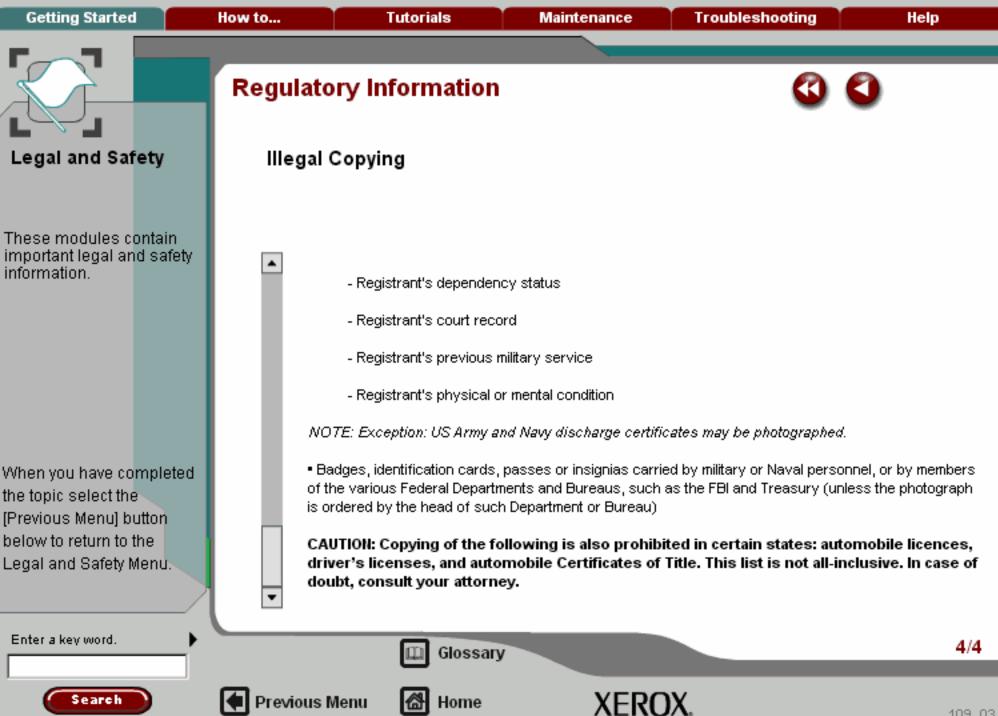














These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

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 Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. 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.

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy -saving features can reduce product energy consumption in half when compared to conventional equipment.

Enter a key word.

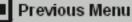


Glossary















These modules contain important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Environmental Compliance







Canada Environmental Choice



Previous Menu

Terra Choice Environmental Serviced, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimised impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Enter a key word.



Glossary



M Home







Getting Started

These modules contain. important legal and safety information.

When you have completed the topic select the [Previous Menu] button below to return to the Legal and Safety Menu.

Environmental Compliance





Product Recycling and Disposal

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 Bectronic Industries Aliance web site: 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 http://www.dtsc.ca.gov/hazardouswaste/perchlorate/

Waste Electrical and Electronic Equipment (<u>www.xerox.com/weee</u>)



<u>European Union</u>

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.

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

North America:

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

Other Countries

Please contact your local waste authorities and request disposal guidance.

Enter a key word.



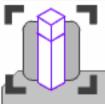
Glossary











Copy

These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple copying



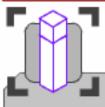
Before making copies on your machine, you need to determine what you want to copy and how many copies you want to make.

In this tutorial you will learn the 6 simple steps to follow when making copies:

- 1. Load the documents
- 2. Touch the Copy icon
- Select the features
- 4. Enter the quantity
- Press Start
- Identify the job in Job Status mode.







These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple copying







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

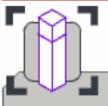
Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.







These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple copying

2. Select the Copy icon

Pressing the **Clear All** (AC) button once will cancel any previous screen programming selections.

Select the **All Services** icon, then select the **Copy** icon.











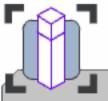












These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple copying





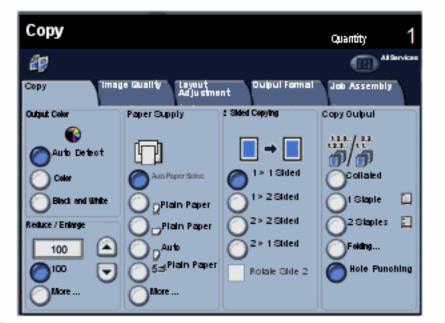


3. Select the Features

The features available on the **Copy** screen are the ones used most often. They allow you to program the standard features for a copy job.

On touching the button for the required feature, the button changes to blue. If a **More...** button is selected additional options for that feature become available.

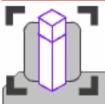
Move your cursor over the features for an explanation of each option.











These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple copying





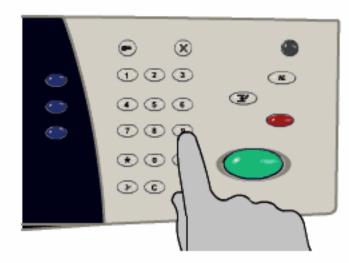




4. Enter the Quantity

On your machine the maximum copy quantity is 999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen.

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

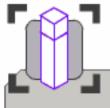


Previous Menu









Copy

These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

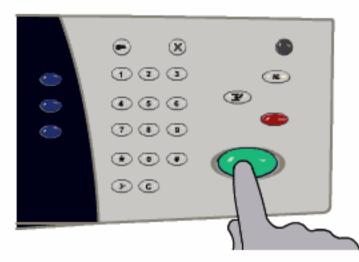
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple copying



Once you have pressed Start, each document is scanned once.













These modules describe all the copy features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple copying



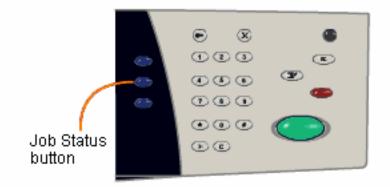




6. Identify your job in the Print Queue.

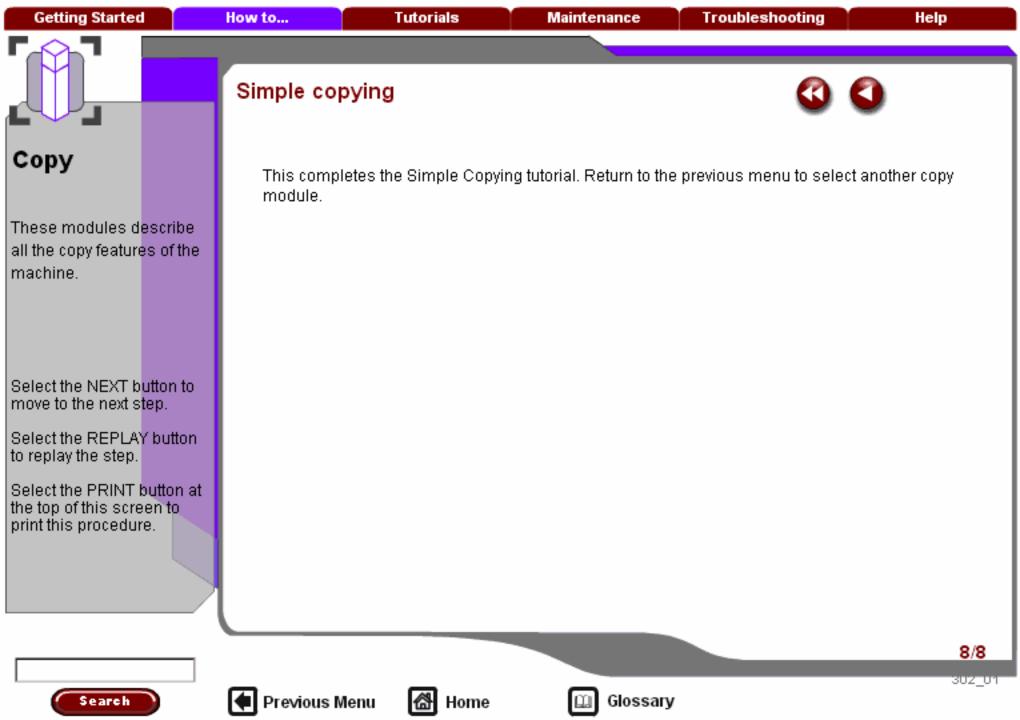
Press the Job Status button on the control panel to display the print queue.

Your job will be displayed as a **Copy** job. If there are no jobs in the queue your job may have already been processed.









Getting Started How to... Tutorials Maintenance Troubleshooting Help

Fax

These modules will show how to use the fax features of the machine. The how to will produce step by step instructions for most of the fax jobs you may have.

Select the appropriate fax mode below, to continue.

LAN Fax

Basic Fax (Embedded)







Fax

These modules describe all the Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple LAN Fax

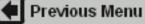


In this tutorial you will learn the steps to follow when sending a fax from your PC, known as LAN Fax:

- 1. Open the WorkCentre Print Driver
- 2. Select Fax as the Job Type
- 3. Enter the Recipient Details
- 4. Set the Fax Options
- 5. Set the Cover Sheet Option
- 6. Send the Fax

LAN Fax is an optional feature and may not be available on your machine. Contact your system administrator to set up this feature on your machine.







Glossary

Select the NEXT button to move to the next step.

all the Fax features of the

machine.

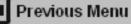
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search



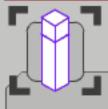












Fax

These modules describe all the Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple LAN Fax



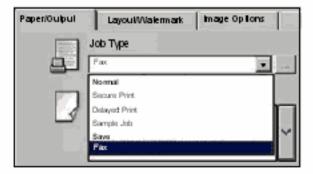




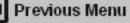


Select Fax as Job Type

On the Paper/Output tab click on the Job Type window and select Fax from the list.



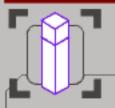












Getting Started

Fax

These modules describe all the Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple LAN Fax







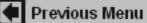


Enter the Recipient Details

Select the **Recipients** tab. You can now add Fax Recipients by clicking on the **Add Recipient...** button.



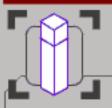












Getting Started

Fax

These modules describe all the Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple LAN Fax







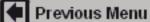


Set the Fax Options

On the **Options** tab, select the required **Fax Resolution** option for your document. You can choose from **Standard**, **Fine**, or **Superfine** settings.

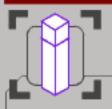
Next, select the **Confirmation Sheet** option required for your fax document. You can choose to **Print a Confirmation Sheet**, or you can choose **Do Not Print a Confirmation Sheet**.











Getting Started

Fax

These modules describe all the Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple LAN Fax







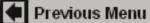


Set the Cover Sheet Option

If you require a **Cover Sheet** to be included with your fax document, select the **Print a Cover Sheet** option on the **Cover Sheet** tab.

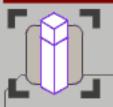












Getting Started

Fax

These modules describe all the Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple LAN Fax





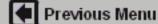


Send the Fax

When you have selected all the options you require, select **OK**. Select **OK** on the print driver screen and OK on the Print Screen. The Fax Confirmation screen will appear with the list of recipients you have chosen. If the details are correct, select the OK button and your fax will be submitted to the machine fax queue ready to be transmitted.











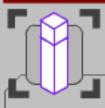
Search











These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Faxing







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum. size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.









Glossary

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These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

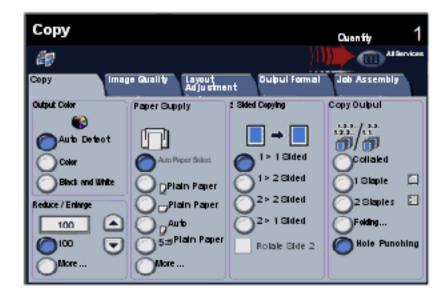
Simple Faxing





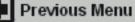


2. Select the Fax icon



Select the All Services icon, then select the Fax icon.











These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Faxing





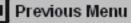


2. Select the Fax icon



Select the All Services icon, then select the Fax icon.

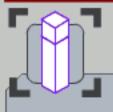






Home





Getting Started

Fax

These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

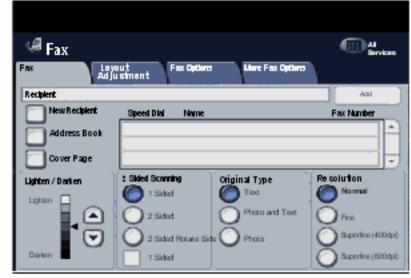
Simple Faxing



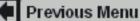




3. Enter the Fax number

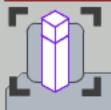


Using the numeric keypad on the control panel enter the required fax number. Alternatively, use the machine Address Book to select a previously stored fax number. For more information on entering a fax number and the Address Book, go to the module titled Dialing Options.









These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

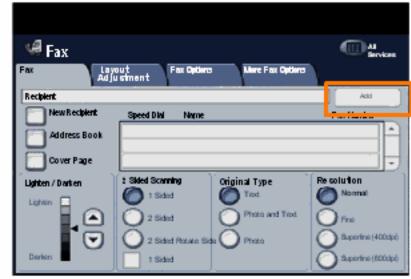
Simple Faxing







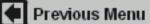
3. Enter the Fax number



To send your fax to more than one recipient, after entering the fax number select the **Add** button. Enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the Address list. This will build up a list of all the numbers you wish to fax to.

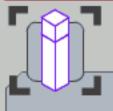












These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Faxing







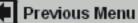
4. Select the Features



Additional fax features are found on the other tabs. For more information about the additional fax features, go to the modules titled Layout Adjustment, Fax Options, or More Fax Options within this tutorial.

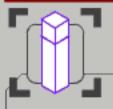












These modules describe all the Embedded Fax features of the machine.

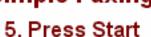
Select the NEXT button to move to the next step.

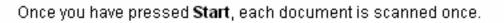
Select the REPLAY button to replay the step.

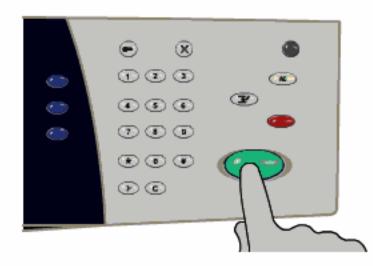
Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Faxing



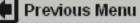




Your fax job will be submitted to the fax queue, ready to be transmitted.



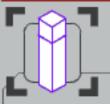












Getting Started

Fax

These modules describe all the Embedded Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

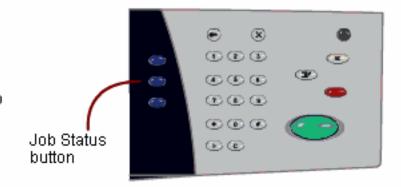
Simple Faxing



Identify your job in the Print Queue.

Press the Job Status button on the control panel to display the print queue.

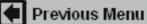
Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.

















These modules describe all the Internet Fax features. of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing

In this tutorial you will learn the 7 simple steps to follow when Internet Faxing:

- 1. Load the document
- Select the Internet Fax icon.
- 3. Enter the recipient details
- 4. Enter the fax subject
- Select the features using the provided tabs
- 6. Press Start
- 7. Identify the job in Job Status mode

Internet Fax is an optional feature and may not be available on your machine.



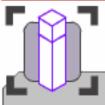












These modules describe all the Internet Fax features. of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left of the machine. Position the guides to just touch the edge of the documents.

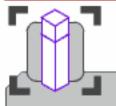
2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.









These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

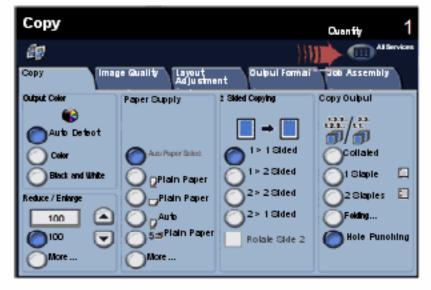
Simple Internet Faxing







2. Select the Internet Fax icon



Select the All Services icon, then select the Internet Fax icon.











These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing







2. Select the Internet Fax icon



Select the All Services icon, then select the Internet Fax icon.

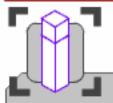












These modules describe all the Internet Fax features. of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing







3. Enter the Recipient Details



Input the full E-mail address of the receiving internet fax machine using the **New Recipient** option, or get the E-mail address from the Address Book.

For more information on using the Address Book, go to the module Entering an E-Mail Address.

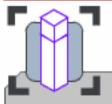












These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing







3. Enter the Recipient Details



Input the full E-mail address of the receiving internet fax machine using the **New Recipient** option, or get the E-mail address from the Address Book.

For more information on using the Address Book, go to the module Entering an E-Mail Address.

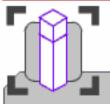












These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing







4. Enter the Fax Subject



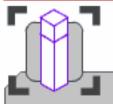
Select Subject:.

Input the fax subject using the keyboard. The subject is the title line that appears on the E-mail that is faxed to the internet fax machine.









These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing







5. Select any features



If you need to change the fax settings select the **Layout Adjustment** or **Fax Options** tabs then select the desired settings.

For more information on the additional settings, go to the module **Layout Adjustment** or **Fax Options** tutorials.















These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing



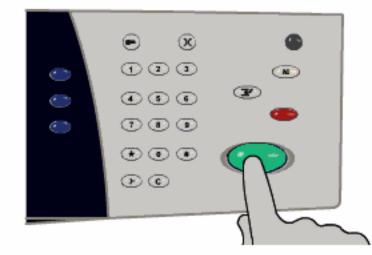






6. Press Start

Once you have pressed Start, each document is scanned once.

















Getting Started

These modules describe all the Internet Fax features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Internet Faxing



Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.



















Getting Started How to... Tutorials Maintenance Troubleshooting Help

How to Scan

These modules will show how to use the Scan feature. The how to will produce step by step instructions for most of the scanning jobs you may have. Prior to using the Network Scanning feature you may need to create a scan template.

Create a Network Scanning Template

How to Network Scan

How to Scan to Mailbox

How to Scan to PC

How to Send from Mailbox

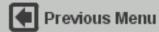
How to Scan Using Job Flow Sheets

Using Thumbnail Preview

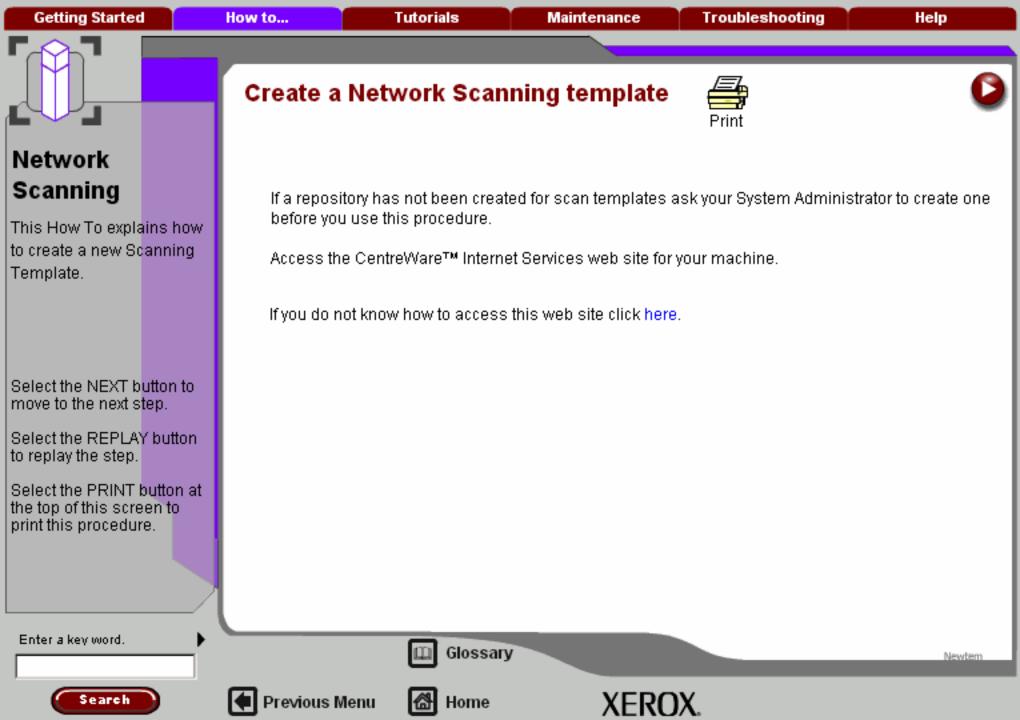
🏦 How to Create a Job Flow Sheet

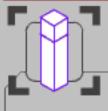
Scan to Home











This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Access Internet Services











To access the Internet Services web site you will need the IP address of your machine. The IP address is printed on the machine configuration report.

Click here if you do not know how to print a Configuration Report or select the Next button to continue.

Enter a key word.

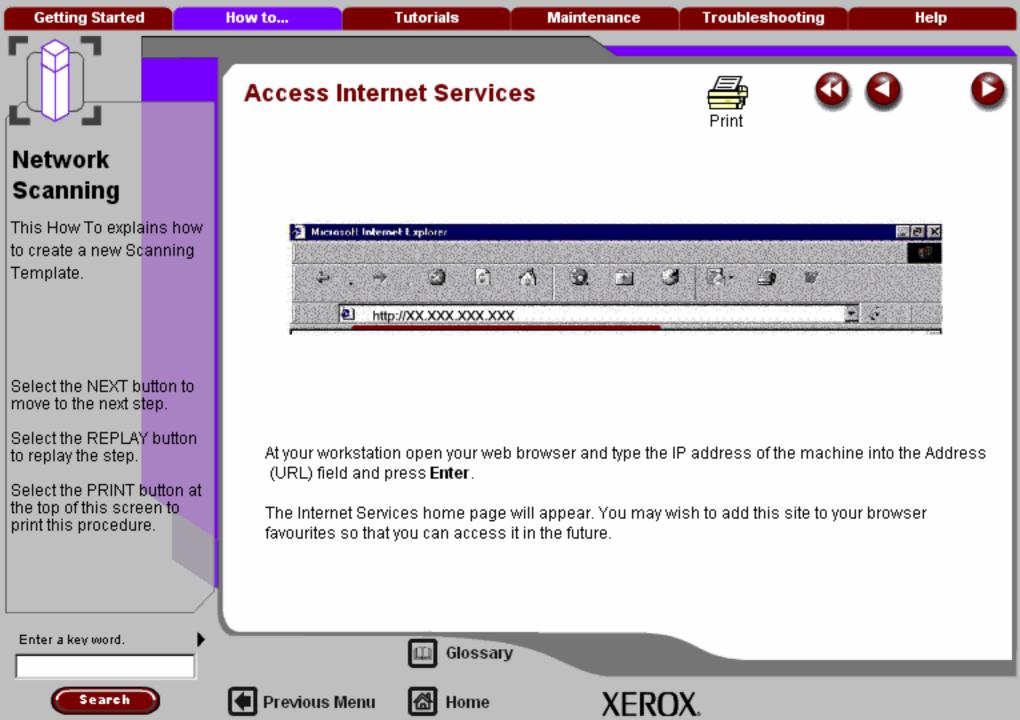


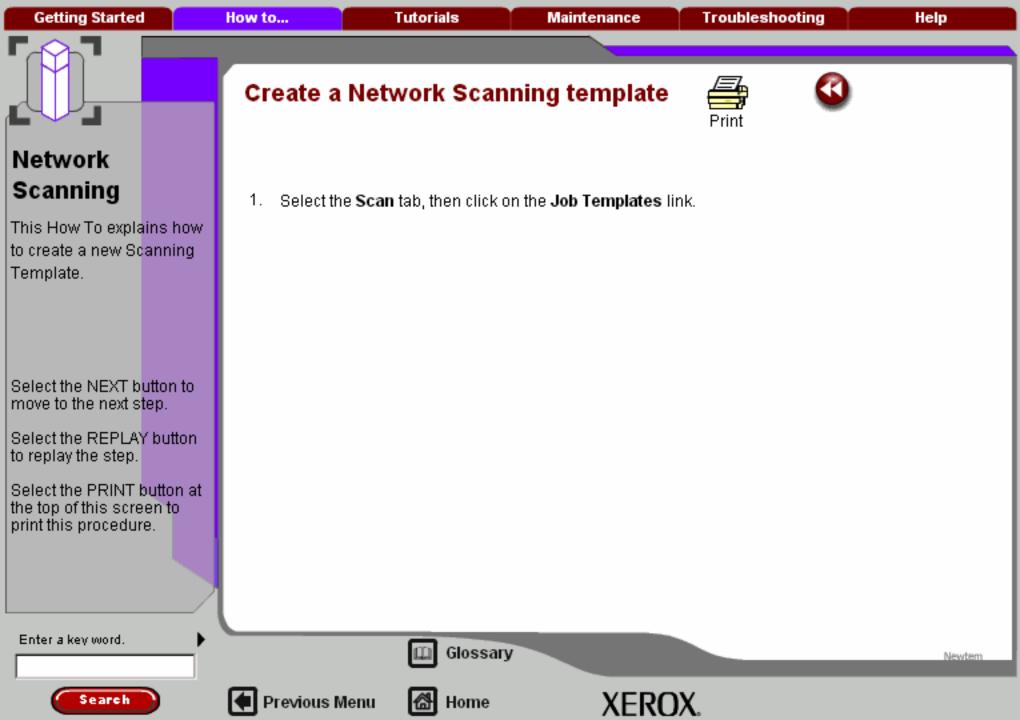


Glossary











This How To explains how to create a new Scanning Template.

Select the NEXT button to move to the next step.

Select the REPLAY button. to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Create a Network Scanning template





Newtern

Select the Scan tab, then click on the Job Templates link.

A list of existing template names will be displayed on the screen. Click on the **New Template** button.

Enter the **Template Name** in the field provided. Click the Add button.

- The default template details will be displayed. Click the Edit button for the options you want to change, then fill in all the required fields.
- 4. A new network scanning template has now been created. The template will appear in the template list on the Network Scanning screen of the machine. It is important to note that most of these settings - with the exception of destination, file format, and output color - can be changed temporarily at the machine when the template is used.

Enter a key word.

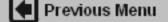




Home









These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning



In this tutorial you will learn the 7 simple steps to follow when Network Scanning:

- 1. Load the document.
- 2. Select the **Network Scanning** icon
- 3. Select the appropriate template
- 4. Select the desired features
- 5. Press Start
- 6. Identify the job in Job Status mode
- 7. Access your job at your workstation

Network Scanning is an optional feature and may not be available on your machine. Contact your system administrator to set up this feature on your machine.

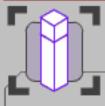












These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning







1. Load the documents

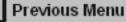
A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

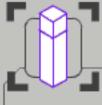
Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.











These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning

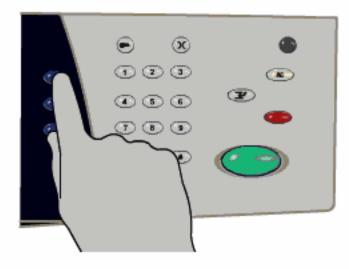








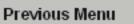
2. Select the Network Scanning icon



Select the All Services icon, then select the Network Scanning icon.



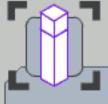
305 01











These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

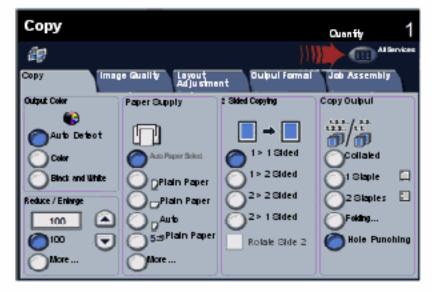
Simple Network Scanning







2. Select the Network Scanning icon



Select the All Services icon, then select the Network Scanning icon.











These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning







2. Select the Network Scanning icon

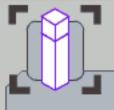


Select the All Services icon, then select the Network Scanning icon.









These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning







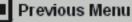
3. Select the template



Select the template that contains the destination and other settings required for your scan job from the template list. Contact your system administrator if none of the templates have been setup.



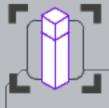












These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning





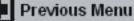


4. Select the Features



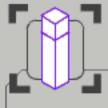
If you need to change the scan settings, select the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tabs, then select the desired settings.

For more information on the settings, go to the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tutorials.









Network Scanning

These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning

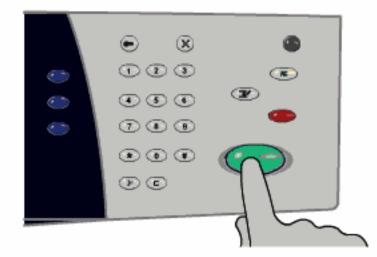






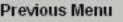
5. Press Start

Once you have pressed Start, each document is scanned once.

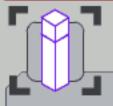












Getting Started

Network Scanning

These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

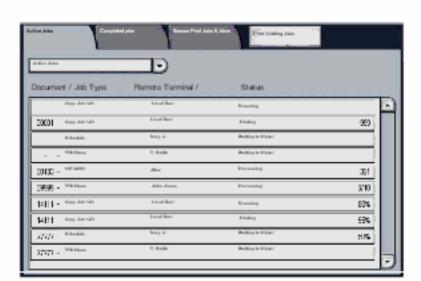
Simple Network Scanning



Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





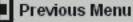






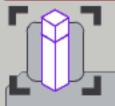












Getting Started

Network Scanning

These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning







Identify your job in the Print Queue.

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





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Network Scanning

These modules describe all the Network Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Network Scanning

7. Access your job







Access the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.











These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Scan to Mailbox



In this tutorial you will learn the simple steps to follow when scanning to a mailbox:

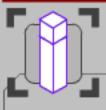
- 1. Load the document.
- 2. Select the Scan to Mailbox icon.
- Select the appropriate Mailbox.
- 4. Select the Features.
- 5. Press Start.
- 6. Access the job in the specified Mailbox.

Scan to Mailbox is an optional feature which allows you to scan hard copy originals and store them on the device for later retrieval. You can access the mailbox that is storing your file using the Internet Services web user interface from your PC. Then you can print your scanned documents or download them to your PC.

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These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Scan to Mailbox









1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

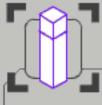


Home

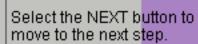




305 01a



These modules describe all the Scanning features of the machine.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Scan to Mailbox

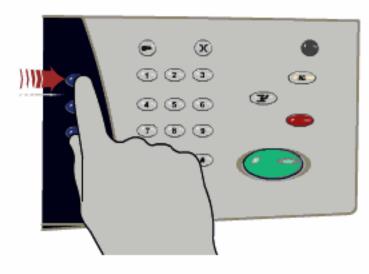








2. Select the Scan to Mailbox icon



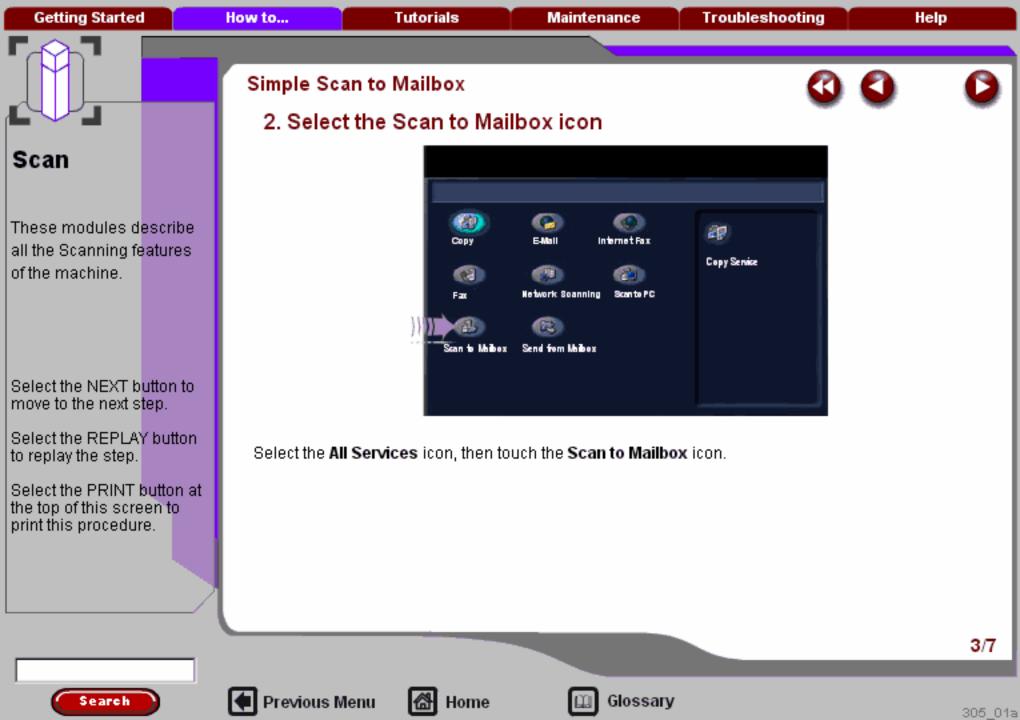
Select the All Services icon, then touch the Scan to Mailbox icon.













These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Scan to Mailbox







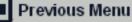
3. Select the appropriate Mailbox



Select the appropriate mailbox from the list on the touch screen. If the mailbox is not displayed, but you know the number, type that number in the **Go to** box on this screen. Select the **Document List** to view already stored documents.











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These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search



If you need to change the scan settings, select the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tabs, then select the desired settings.











These modules describe all the Scanning features of the machine.

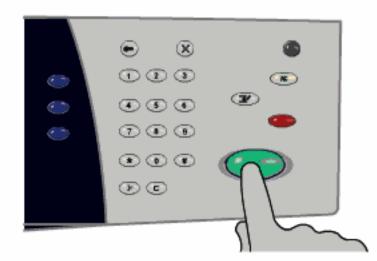
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Once you have pressed **Start**, each document is scanned once.

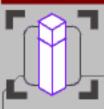












These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Scan to Mailbox





6. Access the scanned document in the Mailbox



Access the electronic version of the document at the machine in the specified **Mailbox**.

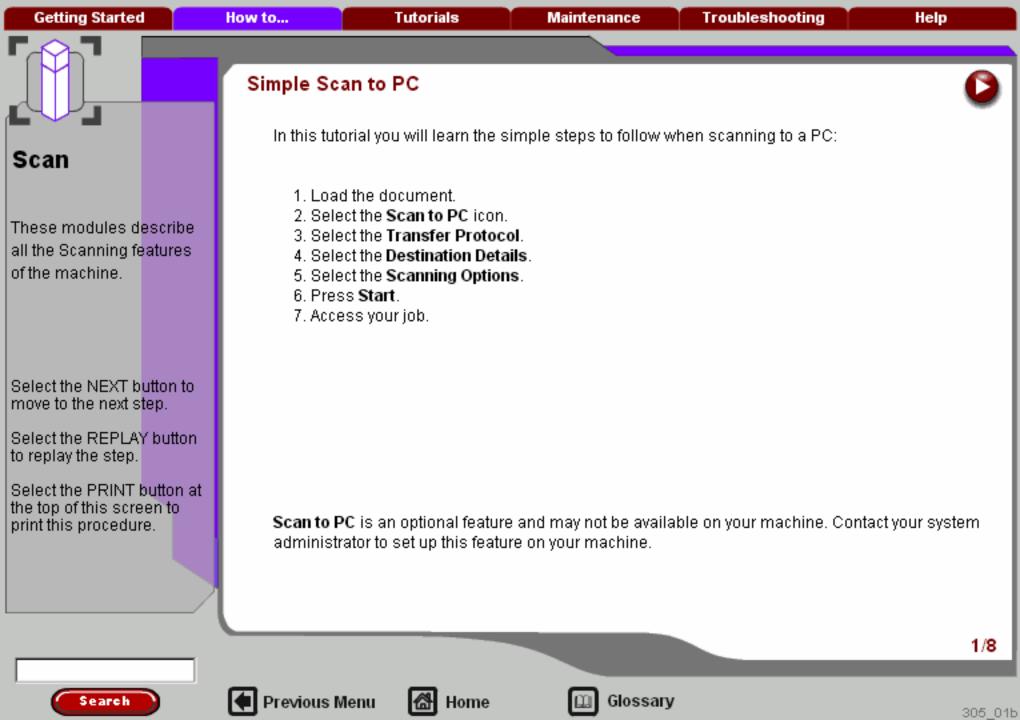
You can also retrieve the scanned document from the mailbox by accessing **Internet Services** at your workstation.

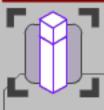




Home







These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Scan to PC









1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

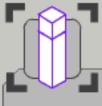
Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.







These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Scan to PC

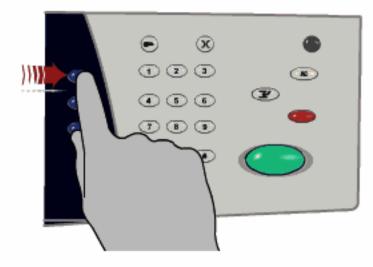








2. Select the Scan to PC icon



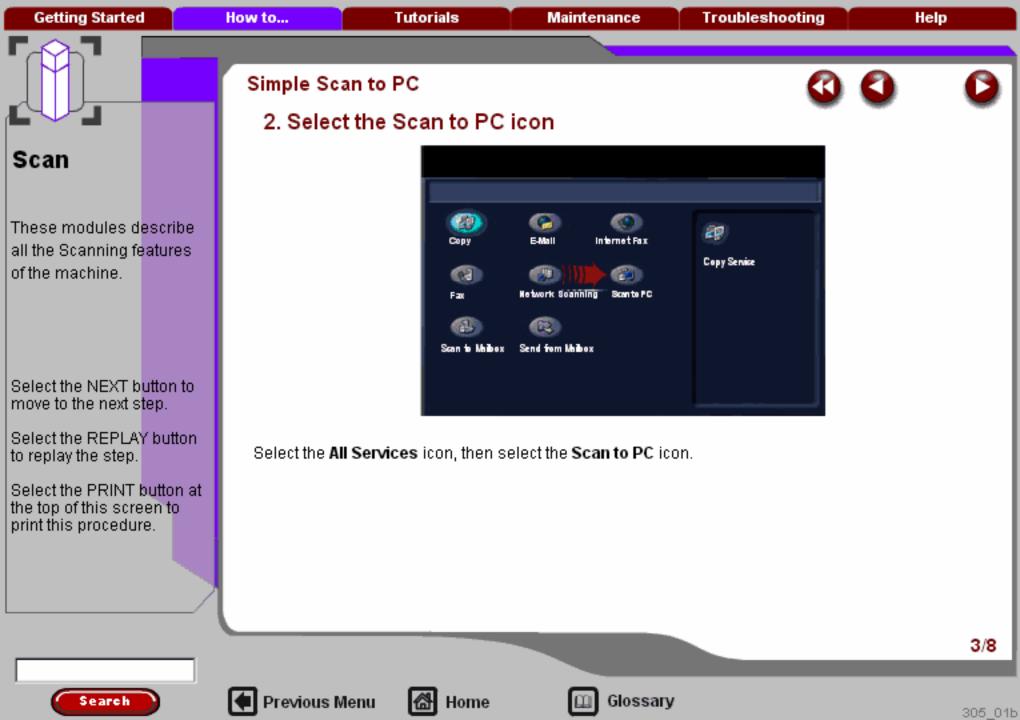
Select the All Services icon, then select the Scan to PC icon.



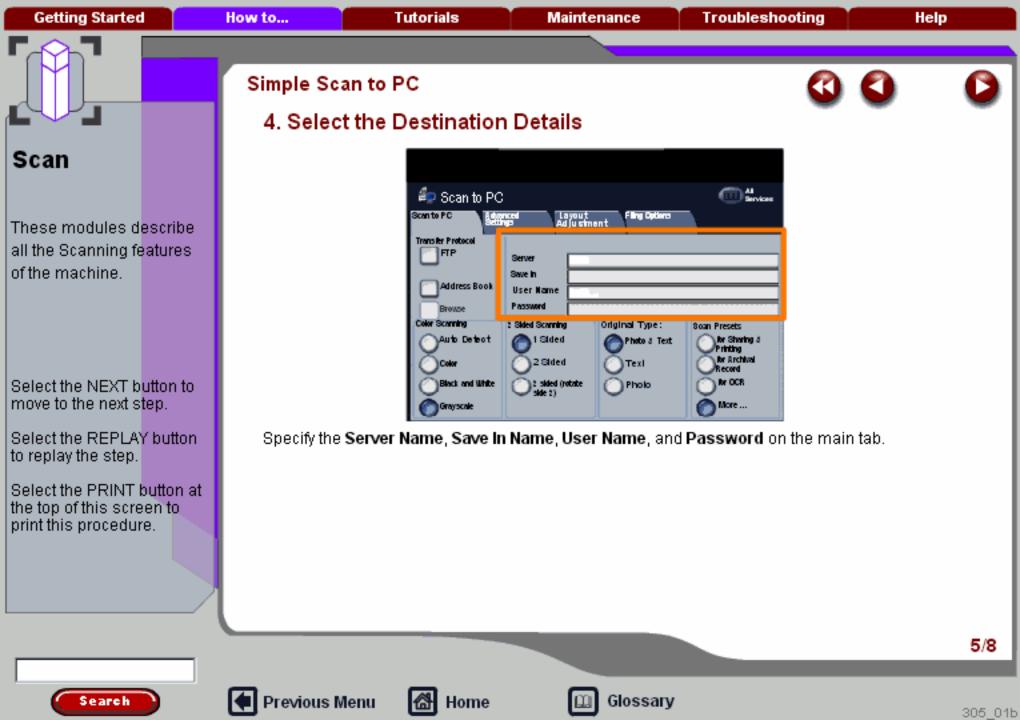


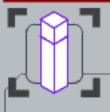






305 01b





Getting Started

Scan

These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Scan to PC







5. Select the Scanning Options

Select the Color, 2-Sided, and Original Type settings for the scanned document using the options on the main tab.

If you need to change the additional settings for the document, select the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tabs, then select the desired settings.

🥏 Scan to PC			All Services
Scento PC Sections Ad Ju offment Filing Options			
Transfer Protocol			
FTP	Server		
-	Save in		
Address Book	User Name		
	Payment		
Color Scanning 2 Saled Scanning Original Type: Scan Precess			
	2 Sided Scanning	Original Type:	Soan Presets
OAuto Detect	(1 Sided	Photo J Text	Ofer Sharing 3 Printing
Color	2 Sided	Text	for Archival
Block and White	×	×	Record for OCR
Deex's and muse	2 sided (rotate side 2)	Pholo	O
@ Grayscale			More





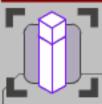


Search









These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Scan to PC

7. Access your job







Access the electronic version of the document at the destination PC. Depending on the output format of the imaged file, use the appropriate software to open the file.











These modules describe

all the Scanning features

of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

- 1. Select the **Send from Mailbox** icon.
- 2. Select Mailbox name.
- Select Document Name.
- 4. Select Document Details.
- Select Job Flow Settings.
- 6. Select Print.
- 7. Select the required Paper Supply, Output, and 2 Sided Printing options.
- 8. Select Print.

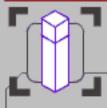
Send from Mailbox is an optional feature and may not be available on your machine. Contact your system administrator to set up this feature on your machine.











These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Send from Mailbox



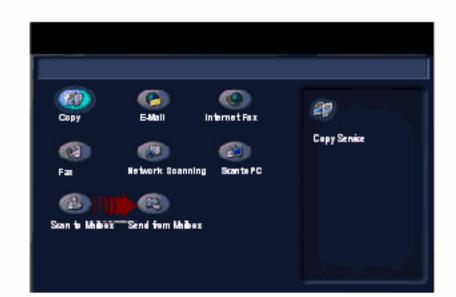






1. Select the Send from Mailbox icon

Select the **All Services** icon, then select the **Send from Mailbox** icon.







Glossary



A list of Mailbox Names are displayed with a number association. The numbers are used as identifiers for commonly used mailboxes. You may identify the mailbox by the name or number, depending on how you choose to identify the mailbox.

Search

These modules describe all the Scanning features

Select the NEXT button to

Select the REPLAY button

Select the PRINT button at

the top of this screen to print this procedure.

move to the next step.

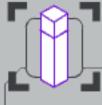
to replay the step.

of the machine.









These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button. to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Send from Mailbox







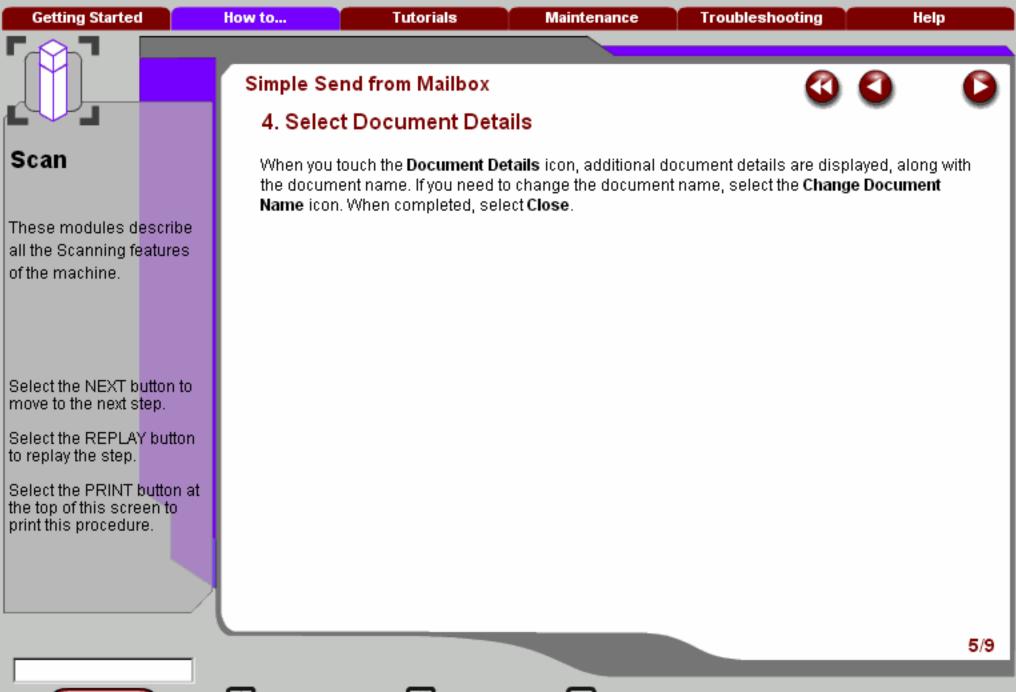
3. Select Document Name



Select a **Document Name** from the Document List. The document selected will be sent from the mailbox to the printer. When a document is identified and selected, a check mark will be placed in the Order field. More than one document can be selected.

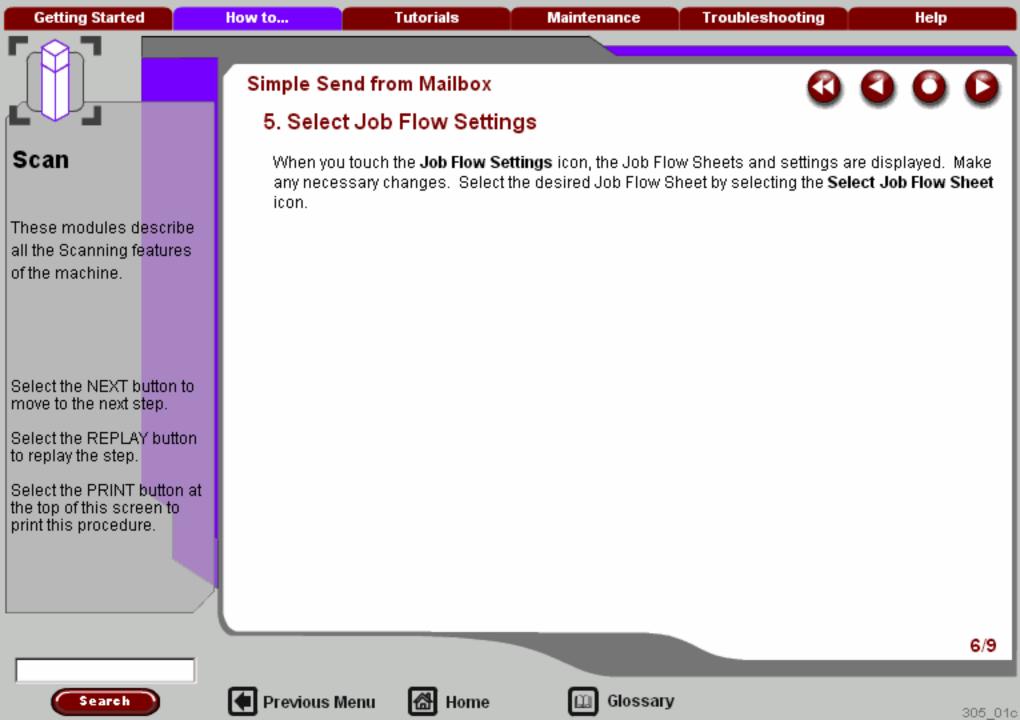


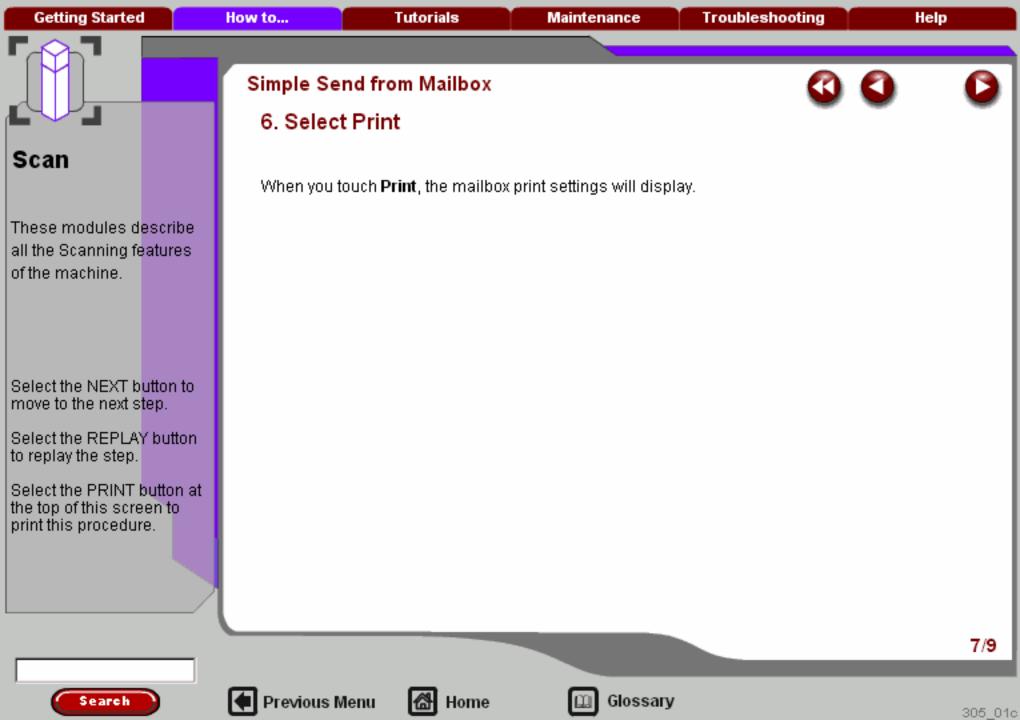




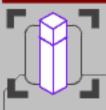








305 01c



These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Send from Mailbox







When you touch Print, the selected document will be printed to the specified location.













- Court

These modules describe all the Scanning features of the machine.

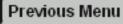
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

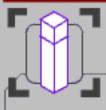
- 1. Select the **Send from Mailbox** icon.
- Select the Mailbox Name.
- 3. Select the **Document Name**.
- 4. Touch the **Job Flow Settings** icon.
- 5. Touch the Select Job Flow Sheet icon.
- 6. Touch Start.
- 7. Access your job.











These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Job Flow Sheets









1. Select the Send from Mailbox icon

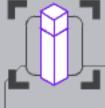
Select the **All Services** icon, then select the **Send from Mailbox** icon.











These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Job Flow Sheets

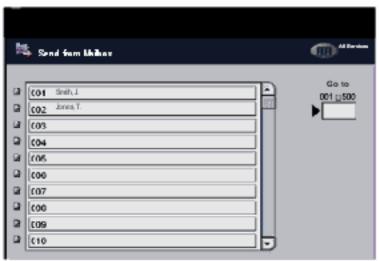








2. Select Mailbox Name



A list of Mailbox Names are displayed with a number association. The numbers are used as identifiers for commonly used mailboxes. You may identify the mailbox by the name or number, depending on how you choose to identify the mailbox.

Glossary



These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Job Flow Sheets







3. Select Document Name



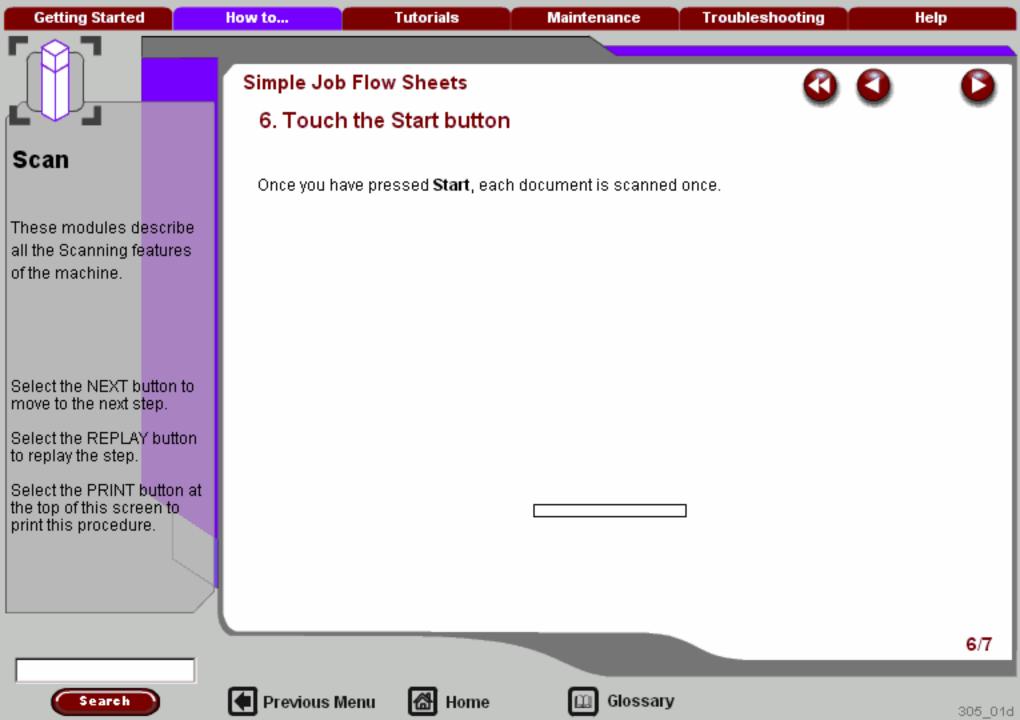
Select a **Document Name** from the Document List. The document selected will be sent from the mailbox to the printer. When a document is identified and selected, a check mark will be placed in the **Order** field. More than one document can be selected.

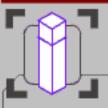












These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

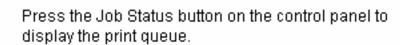
Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Job Flow Sheets







Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.













These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

- 1. Select the **Send from Mailbox** icon.
- 2. Select the appropriate Mailbox Name from the list.
- 3. Select the appropriate Document Name from the list.
- 4. Touch Thumbnail.
- 5. Select Print.
- 6. Select the required Paper Supply, Output, and 2 Sided Printing options.
- 7. Select Print.

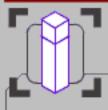
Thumbnail Preview is an optional feature and may not be available on your machine. Contact your system administrator to set up this feature on your machine.

Glossary









These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple Thumbnail Preview





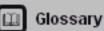




Select the Send from Mailbox icon.

Select the All Services icon, then select the Send from Mailbox icon.







Simple Thumbnail Preview







Scan

These modules describe all the Scanning features of the machine.

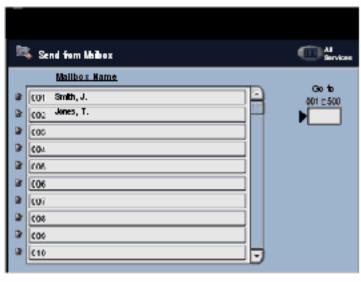
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

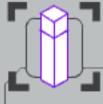




A list of Mailbox Names are displayed with a number association. The numbers are used as identifiers for commonly used mailboxes. You may identify the mailbox by the name or number, depending on how you choose to identify the mailbox.







These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

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Search

Simple Thumbnail Preview







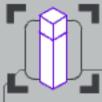
3. Select the Document Name.



Select a **Document Name** from the Document List. The document selected will be used to send to the printer. When a document is identified and selected, a check mark will be placed in the **Order** field. More than one document can be selected.







These modules describe all the Scanning features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

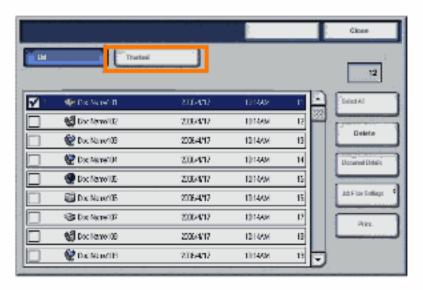
Simple Thumbnail Preview







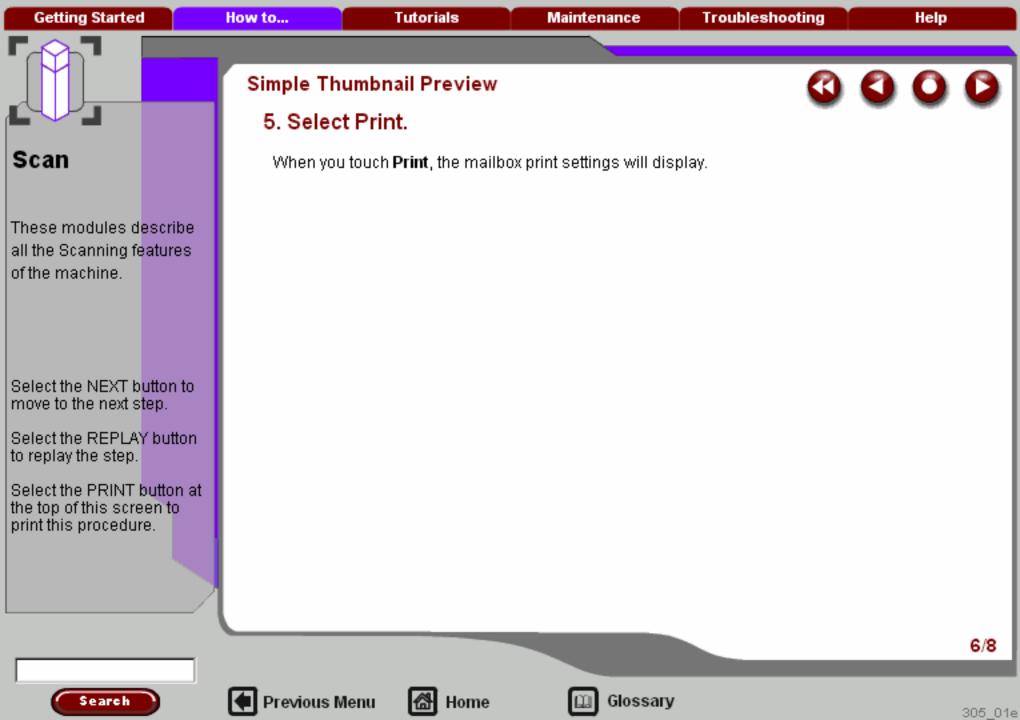
4. Select Thumbnail.



The **Thumbnail** feature will open a preview window of the selected document. A small, thumbnail sized image will display on your screen. This option is useful in determining if you have chosen the correct document.

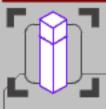












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Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple Thumbnail Preview







7. Select Print



When you touch Print, the selected document will be printed to the specified location.

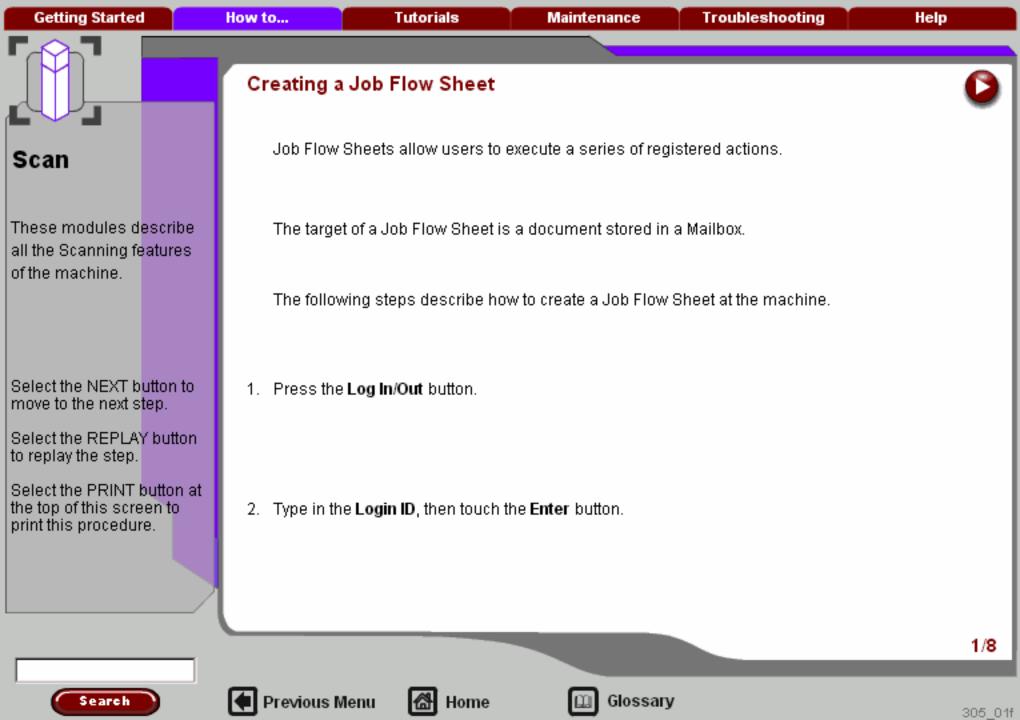


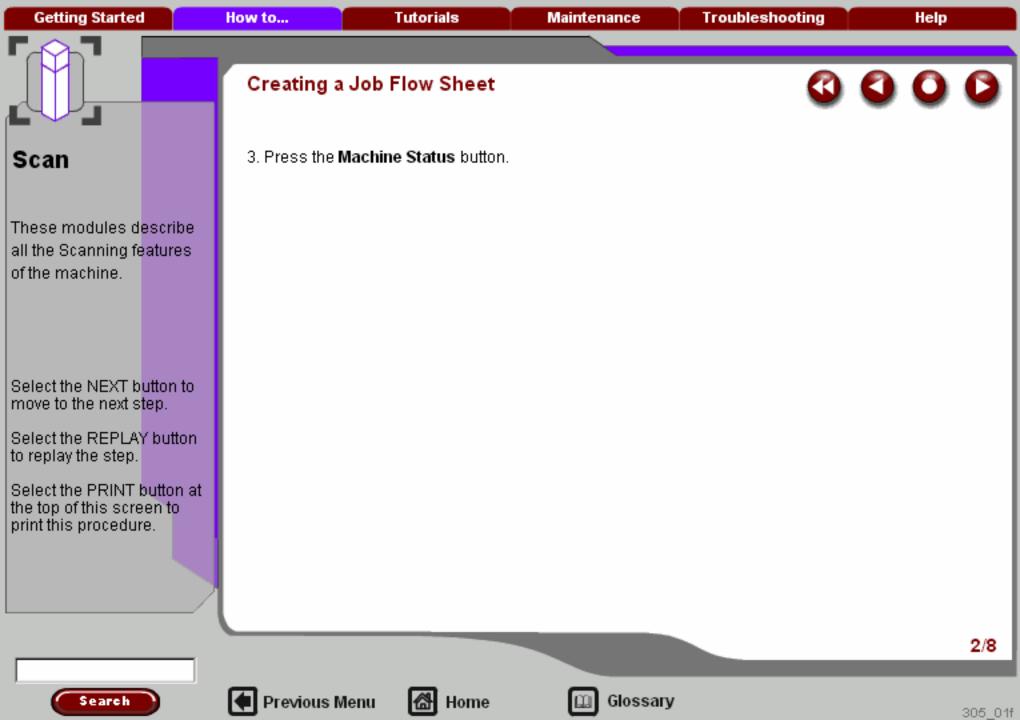




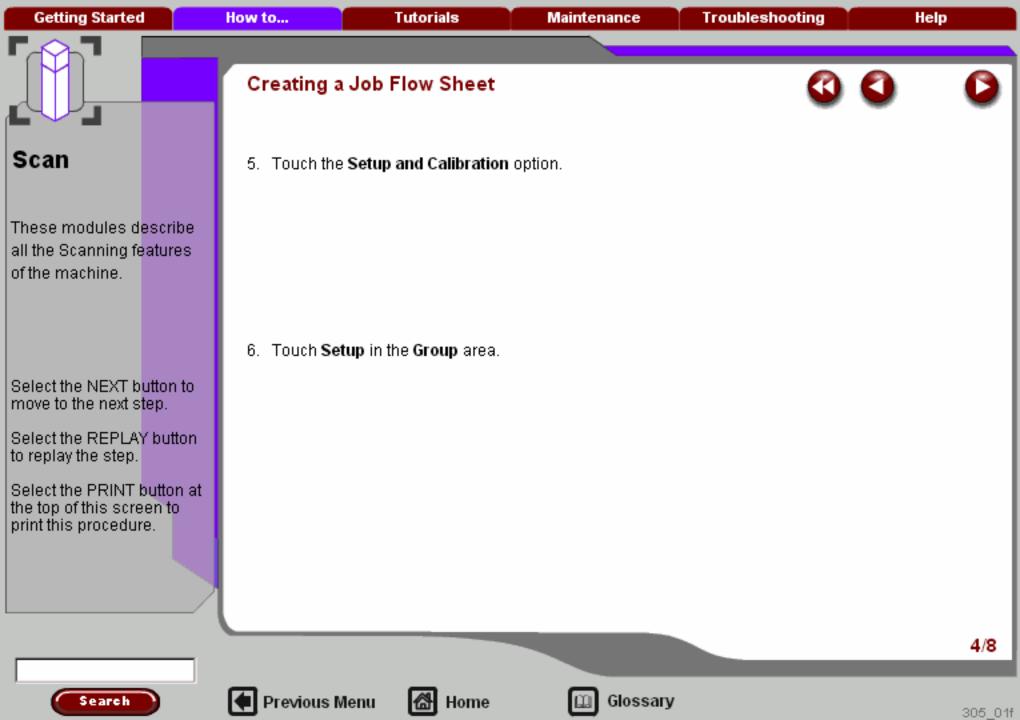


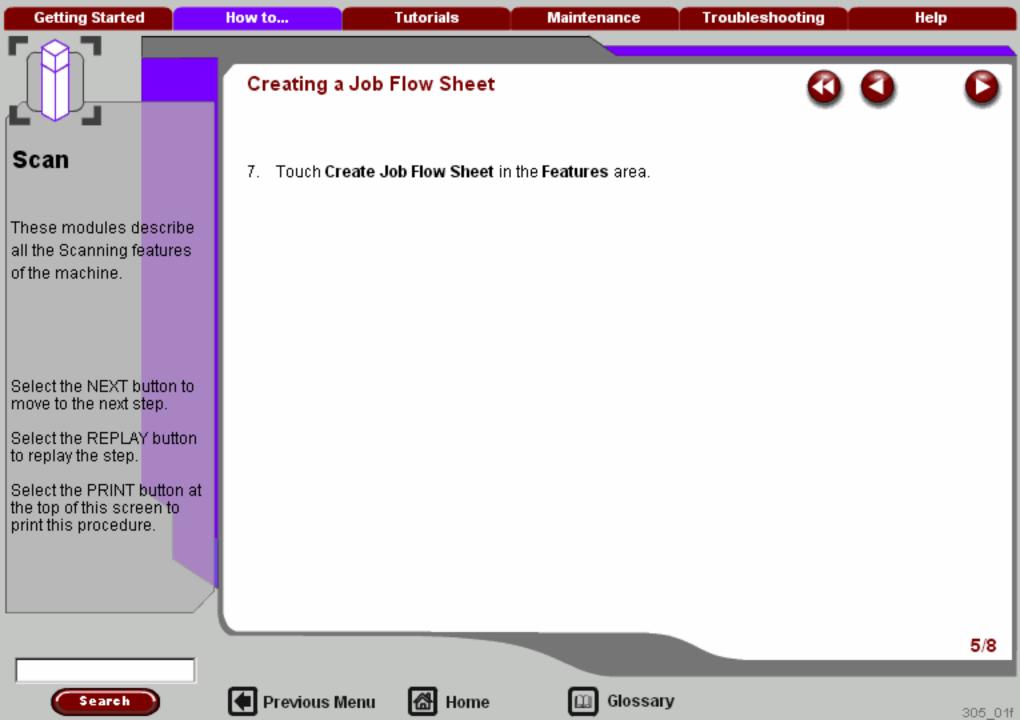
305_01e

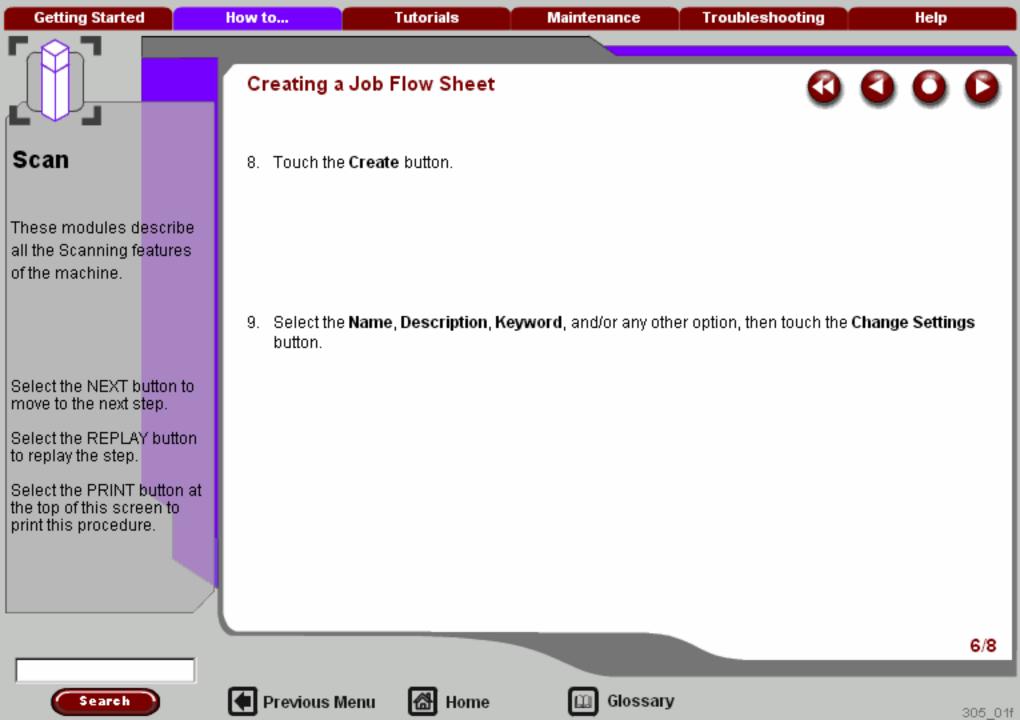


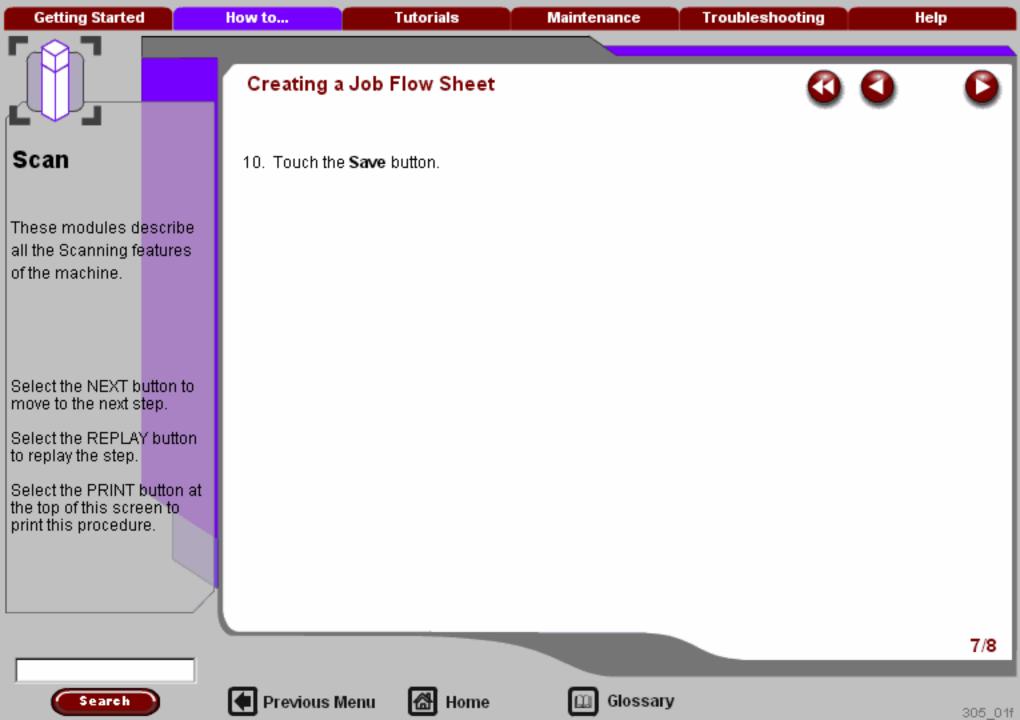


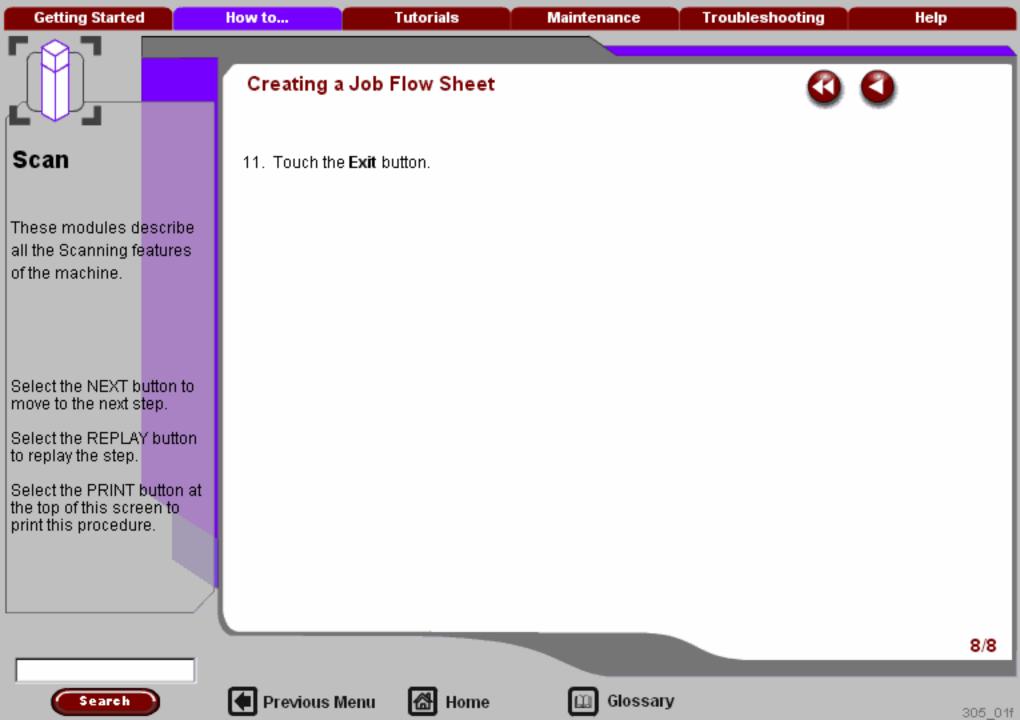


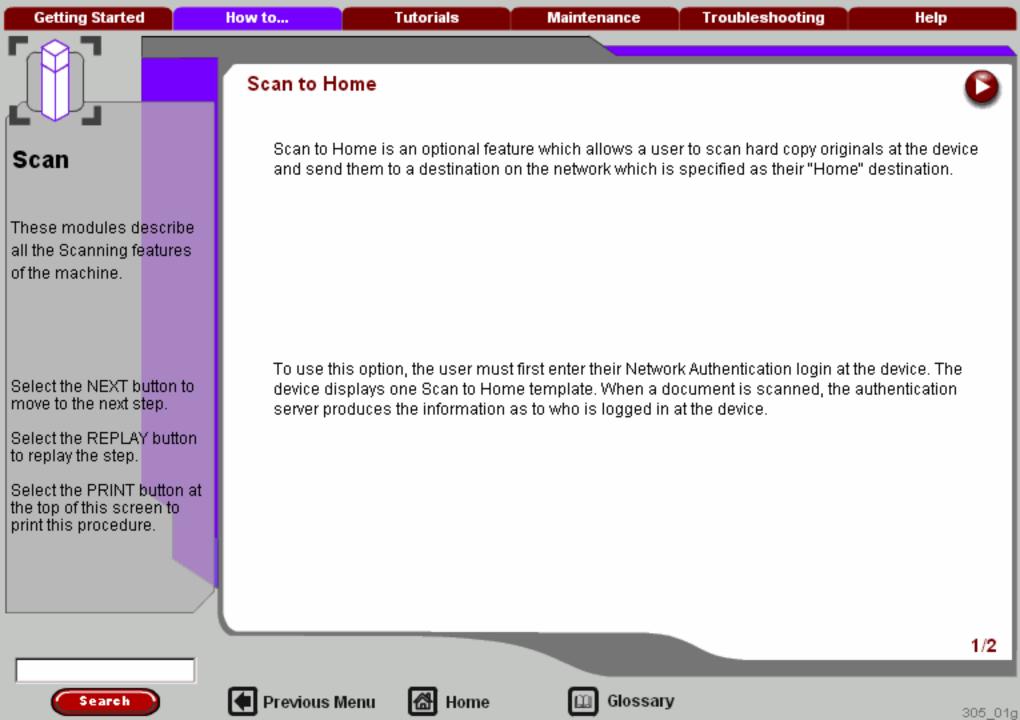


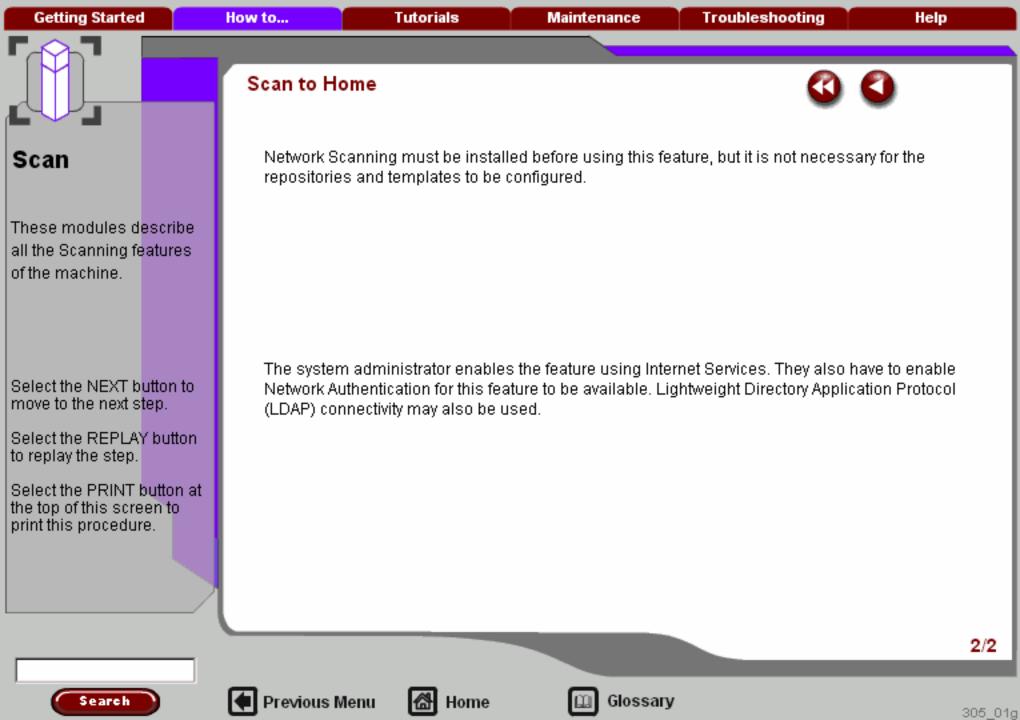


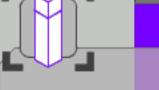












These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple E-mail

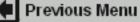
In this tutorial you will learn the 7 simple steps to follow when E-mailing:

- 1. Load the document
- 2. Select the E-mail icon
- 3. Enter the recipient details
- 4. Enter the E-mail subject
- 5. Select the features
- 6. Press Start
- 7. Identify the job in Job Status mode

E-mail is an optional feature and may not be available on your machine.



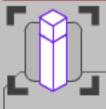






Home





These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple E-mail









1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

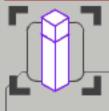
Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.







These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

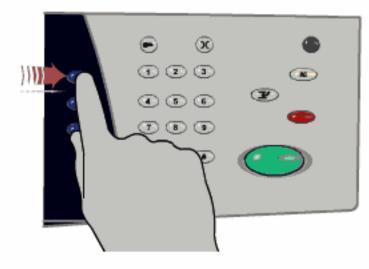
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

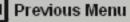
Simple E-mail





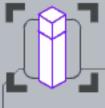
Select the All Services icon, then select the E-mail icon.











These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

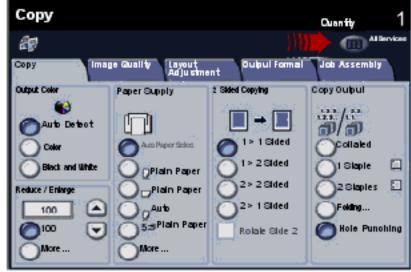
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

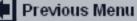
Simple E-mail





Select the All Services icon, then select the E-mail icon.











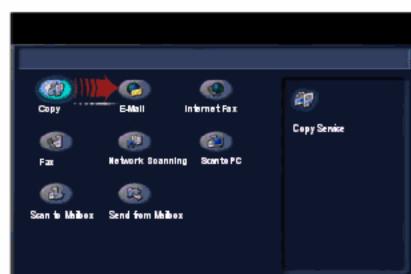
These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

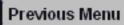
Select the PRINT button at the top of this screen to print this procedure.

Search



Select the All Services icon, then select the E-mail icon.

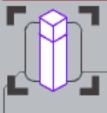












These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Simple E-mail



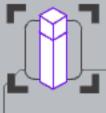




3. Enter the Recipient Details



Input the full E-mail address of the recipient using the **New Recipient** option, or get the E-mail address from the Address Book. For more information on using the Address Book, go to the tutorial titled Entering an E-mail Address.



These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple E-mail





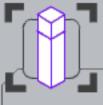


4. Enter the E-mail Subject



Select Subject.

Input the E-mail subject using the keyboard. The subject is the line that appears on the E-mail.



These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

Simple E-mail







5. Select the features

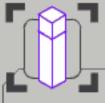


If you need to change the E-mail settings, select the **Advanced Settings**, **Layout Adjustment**, or **E-mail Options** tabs, then select the desired settings.

For more information on the settings, go to the **Advanced Settings**, **Layout Adjustment**, or **E-mail Options** tutorials.







These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

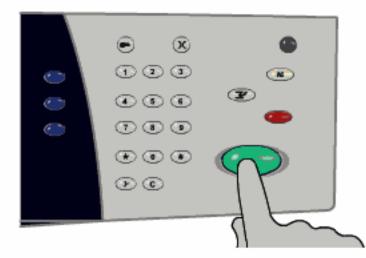
Select the PRINT button at the top of this screen to print this procedure.

Search

Simple E-mail

6. Press Start

Once you have pressed Start, each document is scanned once.





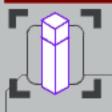












Getting Started

E-Mail

These modules describe all the Email features of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

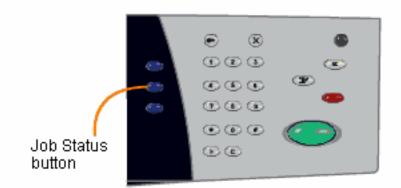
Search

Simple E-mail

7. Identify your job in the Queue

Press the Job Status button on the control panel to display the print queue.

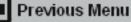
Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.















Getting Started How to... Tutorials Maintenance Troubleshooting Help

Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

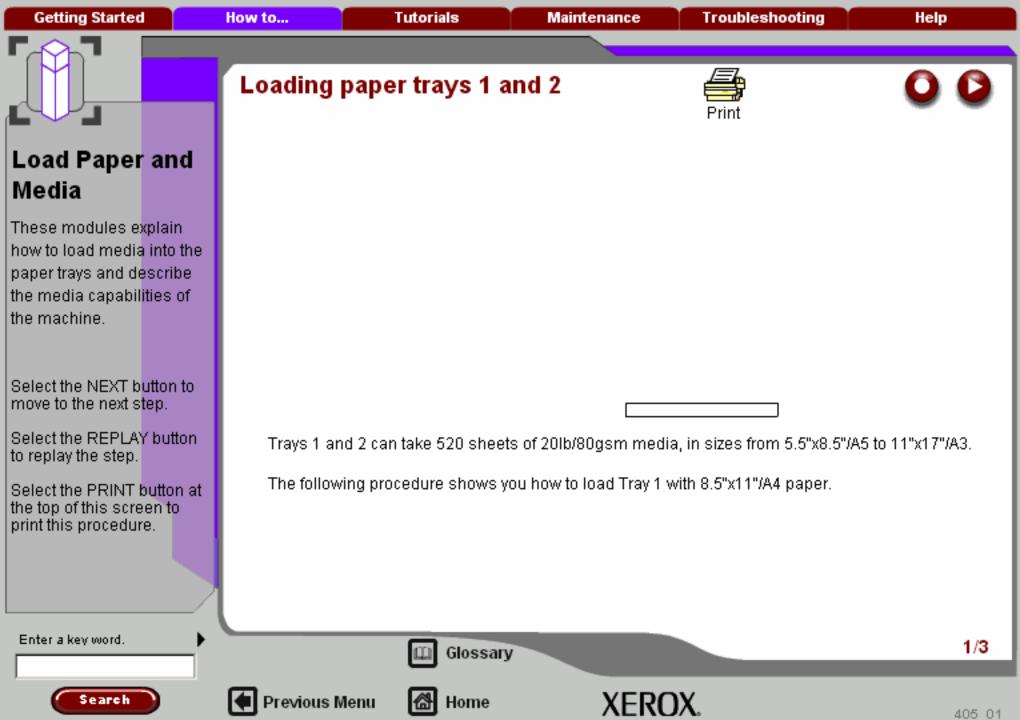
Loading paper trays 1 and 2

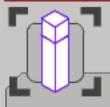
Loading paper trays 3 and 4

Loading paper in the bypass tray









Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading paper trays 1 and 2













Register the stack of paper against the front left-hand corner of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

Move the rear guide to just touch the rear edge of the paper stack.

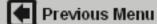
Enter a key word.



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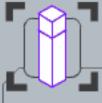












Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading paper trays 1 and 2









The tray information screen will be displayed on the touch screen. If the tray information is correct select the Confirm button. Alternatively change the paper size or paper type by selecting the Change Settings button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



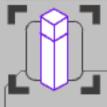
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These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading paper trays 3 and 4









For machines with the High Capacity Feeder Option (shown above) installed, Trays 3 and 4 can contain 8.5"x11", A4, or B5 long edge feed paper only. HCF Tray 3 can take 867 sheets of 20lb/80gsm paper, while HCF Tray 4 can take 1133 sheets of 20lb/80gsm paper.

Both trays are loaded in the same way. The following procedure shows you how to load HCF Tray 3.

Enter a key word.



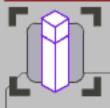
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These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading paper trays 3 and 4

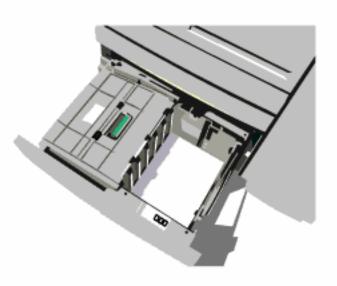












Place the paper tightly against the left-hand side of the tray.

Paper must not be loaded above the maximum fill line.

Gently close the paper tray.

On closing the tray the elevator raises the paper stack ready for use.

Enter a key word.



Glossary

XEROX.









These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

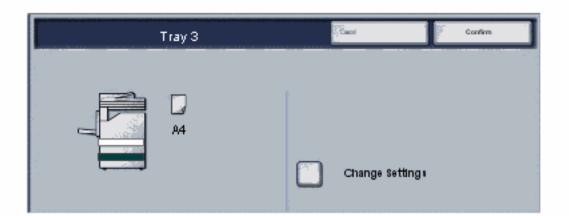
Select the PRINT button at the top of this screen to print this procedure.

Loading paper trays 3 and 4









The tray information screen will be displayed on the touch screen. If the tray information is correct select the Confirm button. Alternatively change the paper size or paper type by selecting the Change Settings button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.

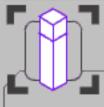


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These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading the bypass tray









The bypass tray can hold up to 100 sheets of 20lb/80gsm media, in sizes from 4.13° x 5.83° /105.1mm x 148mm to 12° x 19° /305mm x 482.6mm.

This procedure shows you how to load transparencies into the bypass tray.

Enter a key word.



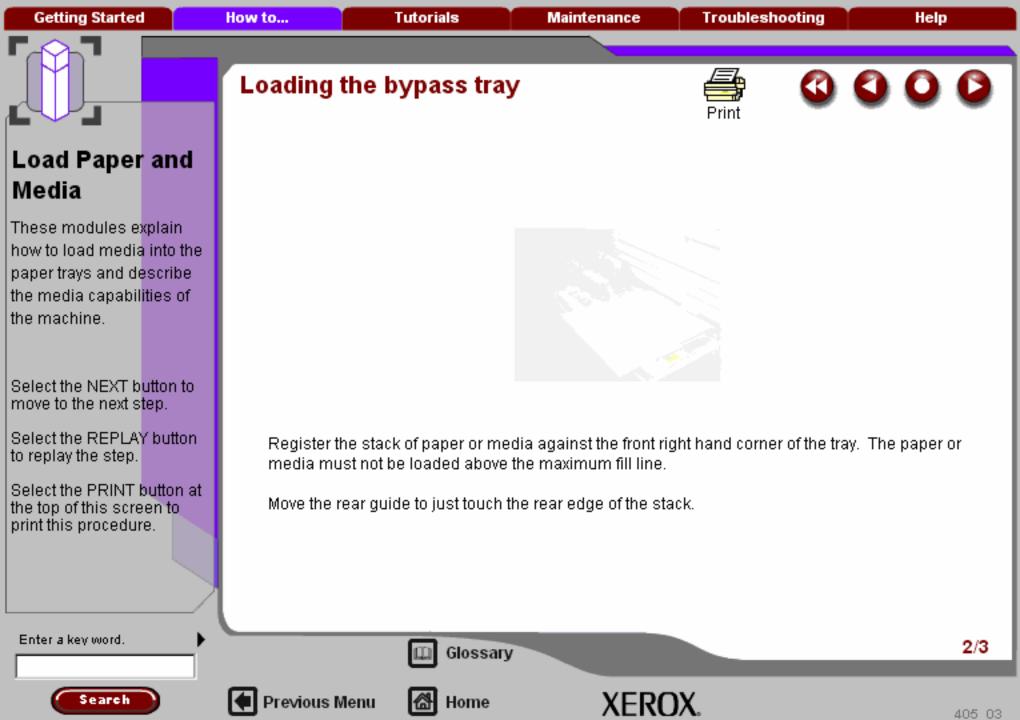
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Loading the bypass tray











Load Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Register the stack of paper or media against the front right hand corner of the tray. The paper or media must not be loaded above the maximum fill line.

Move the rear guide to just touch the rear edge of the stack.

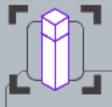
Enter a key word.



Glossary



XEROX.



These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

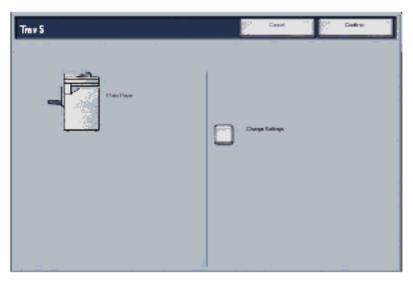
Select the PRINT button at the top of this screen to print this procedure.

Loading the bypass tray









The tray information screen will be displayed on the touch screen. If the tray information is correct select the Confirm button. Alternatively change the paper size or paper type by selecting the Change Settings button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



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Getting Started How to... Tutorials Maintenance Troubleshooting Help

Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Ordering Supplies

Billing Meters

Cleaning your machine >>>

Adjusting Trays 3 and 4

Loading Staples

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser Cartridge

Replacing the Waste Toner Container









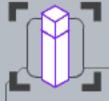
Enter a key word.











Billing Meters





Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

The **Billing Meters** screen provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.



Enter a key word.

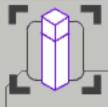




Home







This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Billing Meters







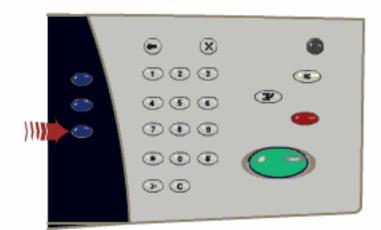




To access the Billing Meters:

1. Select the Machine Status button.

Select the Machine Status button.



Enter a key word.



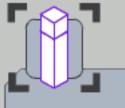
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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Billing Meters



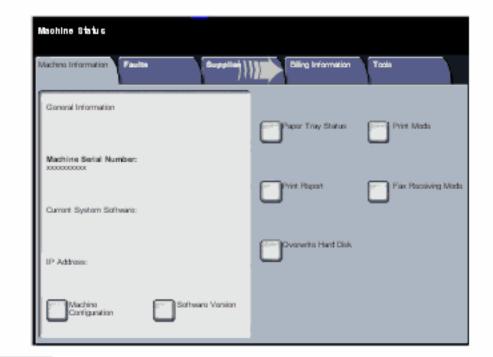






To access the Billing Meters:

- 1. Select the Machine Status button.
- 2. Select the Billing Information tab.



Enter a key word.



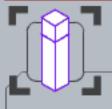
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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Billing Meters

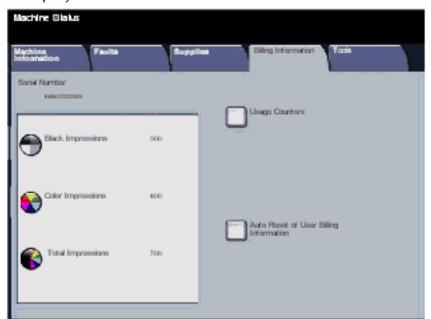






To access the Billing Meters:

- 1. Select the Machine Status button.
- Select the Billing Information tab.
- 3. The Billing Meters are displayed.



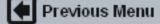
Enter a key word.



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Getting Started How to... Tutorials Maintenance Troubleshooting Help

Maintenance

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.







Adjusting Trays 3 and 4

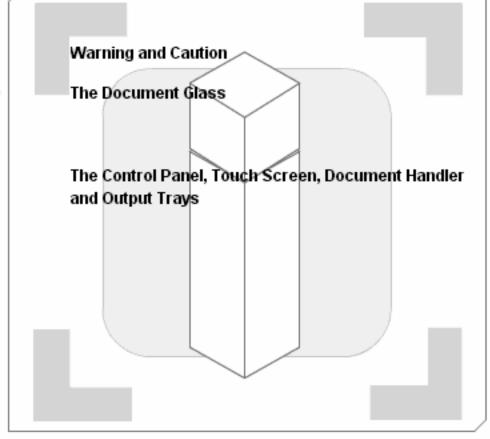
Loading Staples

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser Cartridge

Replacing the Waste Toner Container











This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Warning and Caution



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

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

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

Enter a key word.









The Document Glass







Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



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

Enter a key word.



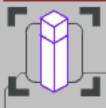
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The Document Glass

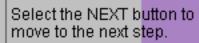






Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, to clean the glass area.

Use a lint-free cloth, lightly dampened with water, Xerox Cleaning Fluid or Xerox Film Remover, to clean the under side of the Document Cover and in the Document Handler.

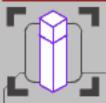
Enter a key word.



Glossary







This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

The Control Panel, Touch Screen, Document Handler and Output Trays









Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth, lightly dampened with water.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

The Control Panel, Touch Screen, Document Handler and Output Trays











Use a lightly dampened cloth to clean the Document Handler, output trays, paper trays and the outside areas of your machine.

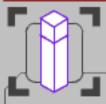
Enter a key word.











This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Adjusting Trays 3 and 4







For machines with the High Capacity Feeder Option (shown above) installed, Trays 3 and 4 are dedicated paper trays holding only 8.5"x11", A4, or B5 paper. You can adjust the paper trays to hold either of these sizes. The following sequence shows how to adjust a dedicated HCF Tray 3 to hold 8.5"x11"/A4 paper.

Enter a key word.



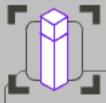
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Adjusting Trays 3 and 4



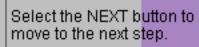






Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



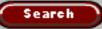
Open the appropriate Tray and move the rear guide to just touch the rear edge of the paper stack.

Enter a key word.



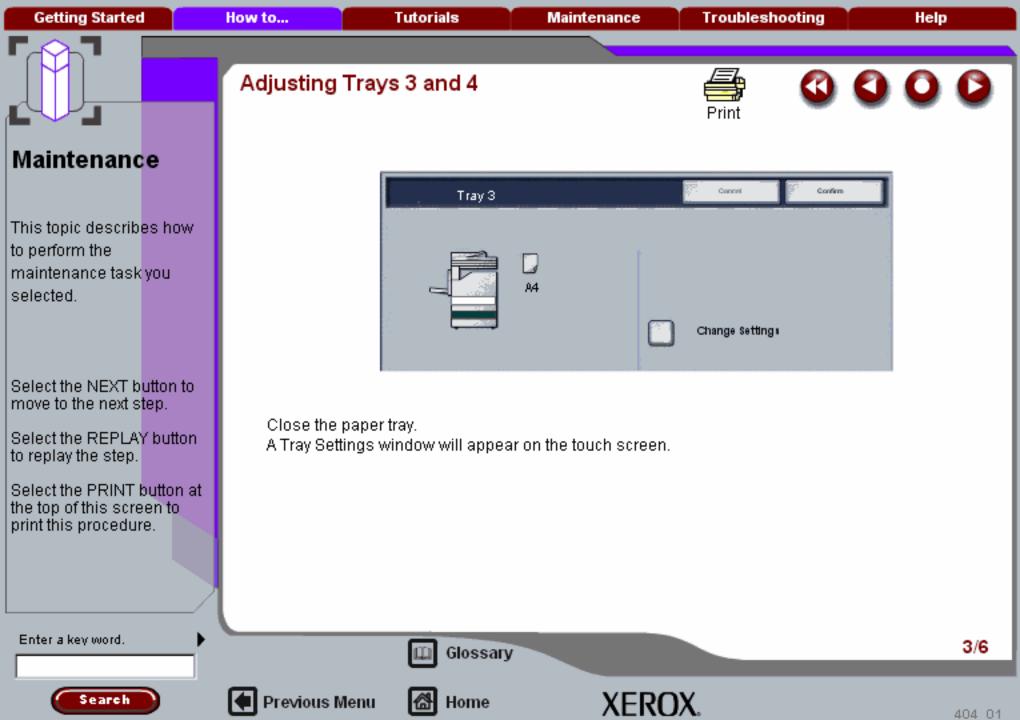


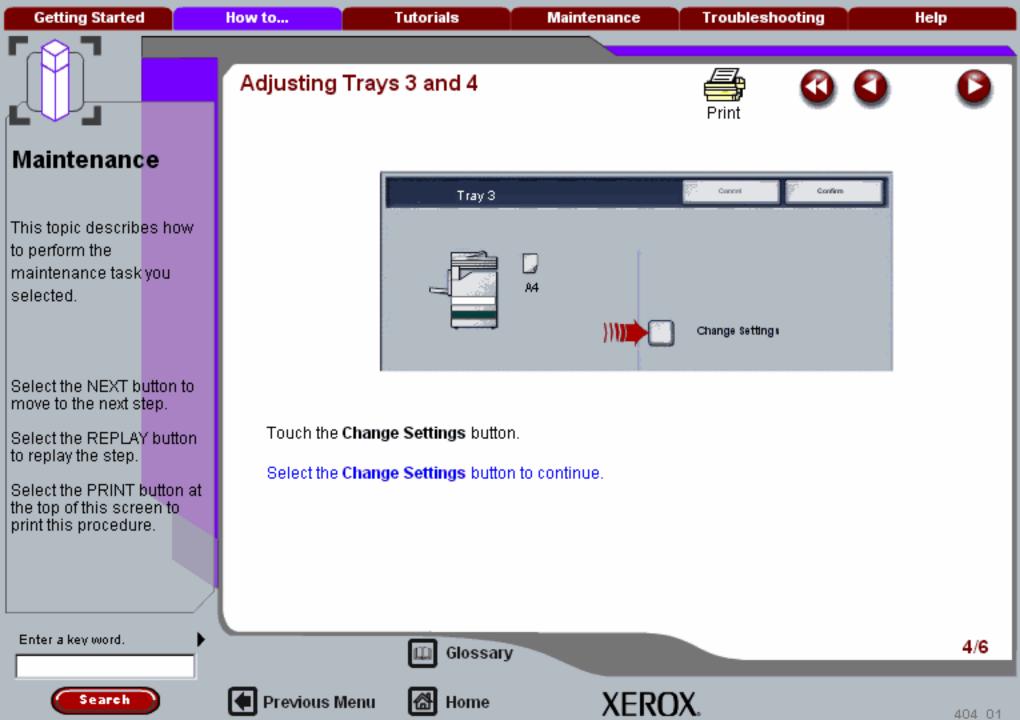














Adjusting Trays 3 and 4









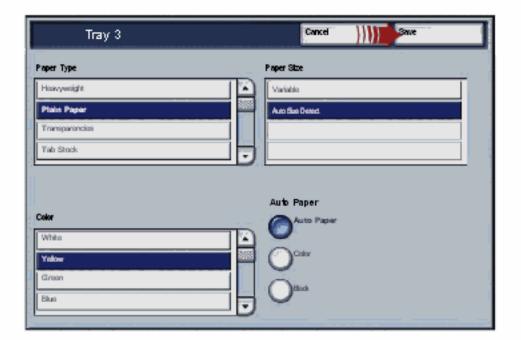
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Select the paper size, paper type, and paper color that have been loaded in the tray, then touch the **Save** button.

Enter a key word.



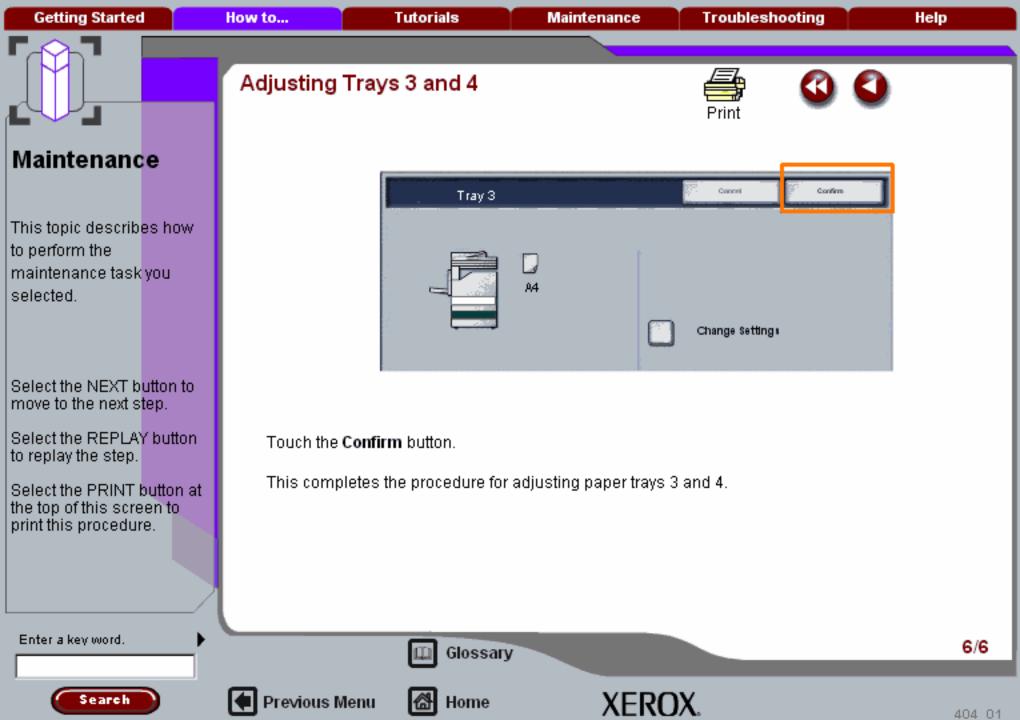


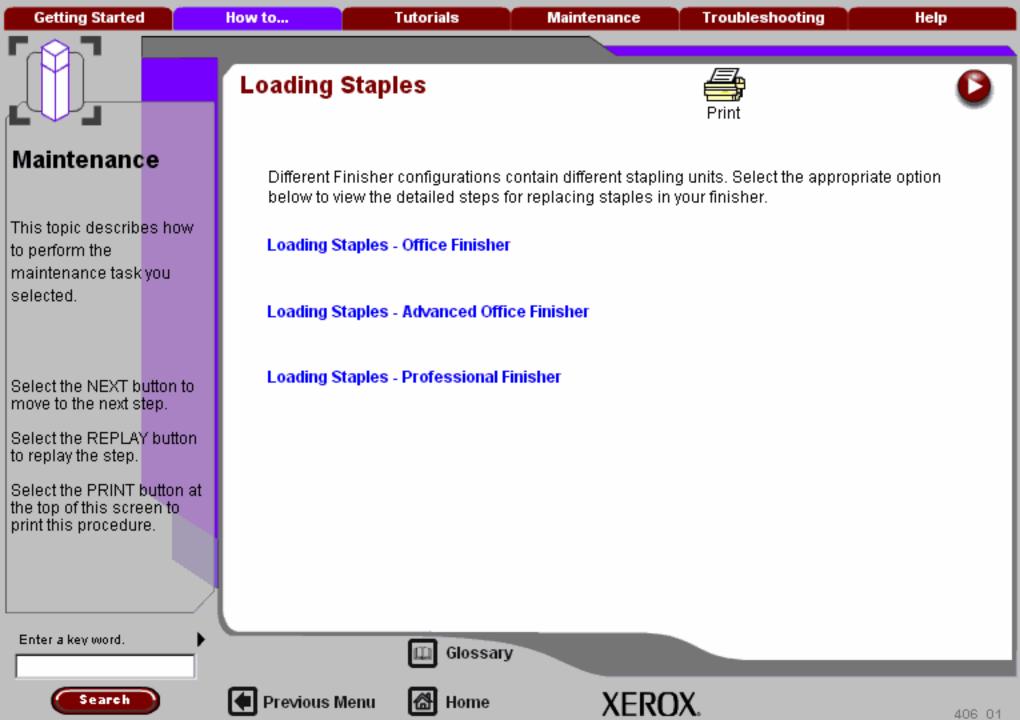


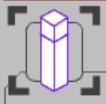












This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading Staples - Office Finisher









This procedure shows you how to remove an empty staple cartridge from the Office Finisher and replace it with a new staple cartridge.

The staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

Enter a key word.



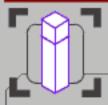
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Loading Staples - Office Finisher









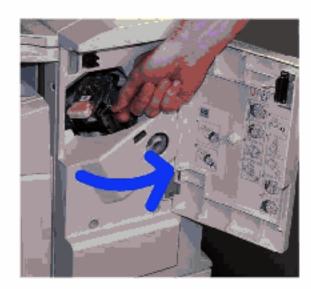
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



To gain access to the staple cartridge, open the Finisher Front Door.

Enter a key word.



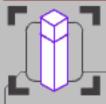
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Loading Staples - Office Finisher









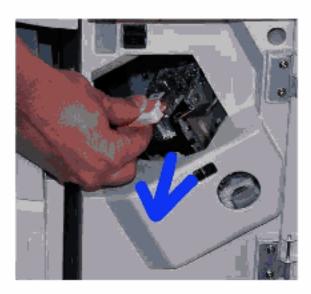
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Pull up on the staple cartridge handle and remove the used staple cartridge. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge

box.

Previous Menu

Enter a key word.

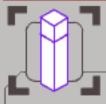


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Loading Staples - Office Finisher



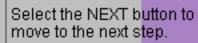






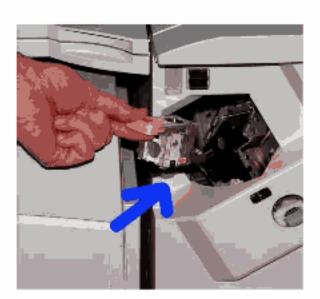
Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Unpack and install the new staple cartridge in the finisher. The staple cartridge clicks into place.

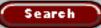
That completes the procedure for replacing the staple cartridge.

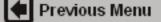
Enter a key word.



Glossary











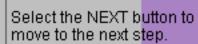






Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



This procedure shows you how to remove an empty staple cartridge from the Advanced Office Finisher and replace it with a new staple cartridge.

The staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

Enter a key word.

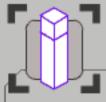




















Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



To gain access to the staple cartridge, open the Finisher Front Door and rotate the stapling unit counter-clockwise.

Enter a key word.

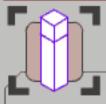


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Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Pull up on the staple cartridge handle and remove the used staple cartridge. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.



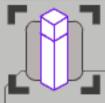
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Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Unpack and install the new staple cartridge in the finisher. The staple cartridge clicks into place. Rotate the stapling unit to its home position, and close the Finisher Front Door.

That completes the procedure for replacing the staple cartridge.

Enter a key word.



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Loading Staples - Professional Finisher



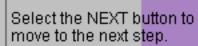






Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



This procedure shows you how to remove an empty staple cartridge from the Advanced Office Finisher Booklet Maker and replace it with a new staple cartridge.

Each Booklet Maker staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

Enter a key word.



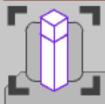
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Loading Staples - Professional Finisher









Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



To gain access to the Booklet Maker staple cartridges, open the Finisher Front Door, and pinch the two Booklet Maker Access handles together. Pull out the Booklet Maker stapling unit.

Enter a key word.



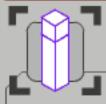
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Loading Staples - Professional Finisher









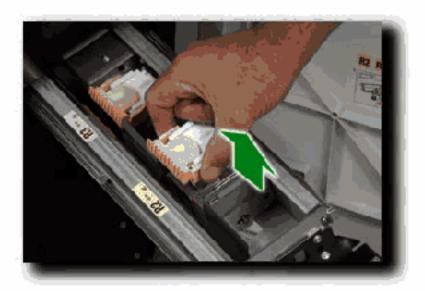
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Squeeze the staple cartridge handles and pull to remove the used staple cartridge. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

Maintenance

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Loading Staples - Professional Finisher









Unpack and install the new staple cartridge. The staple cartridge clicks into place. Return the Booklet Maker stapling unit to its home position, and close the Finisher Front Door.

That completes the procedure for replacing the Booklet Maker staple cartridges.

Enter a key word.



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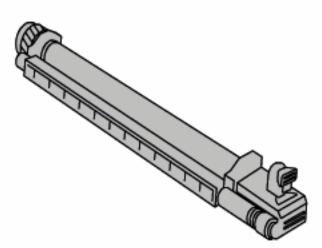
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

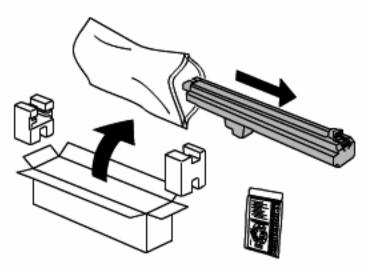
Replacing the Drum Cartridges











1. Remove the new Drum Cartridge from its packaging.

Enter a key word.



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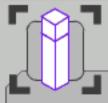




















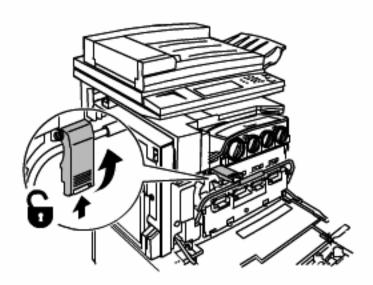
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



3. Push up on the bottom of the Handle Latch to release it. Then pull the Handle Latch up.

Enter a key word.



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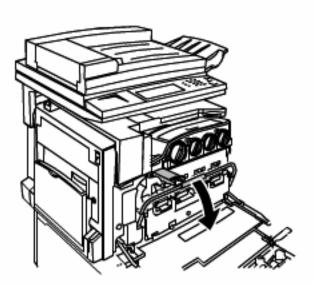
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

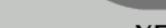


4. Grasp the Release Handle in the middle and pull it down.

Enter a key word.



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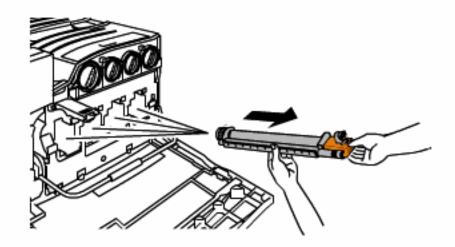
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

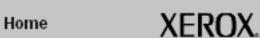


5. Remove the Drum Cartridge by grasping the light orange front of the cartridge and pull it straight out.

Enter a key word.

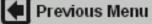


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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

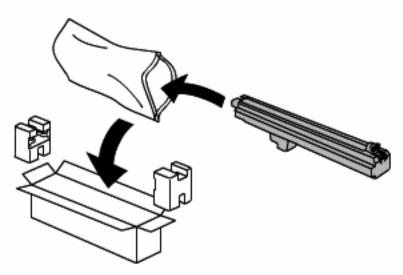
Replacing the Drum Cartridges











6. Dispose of the Drum Cartridge as normal office waste or recycle the Drum Cartridge.

Enter a key word.











This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

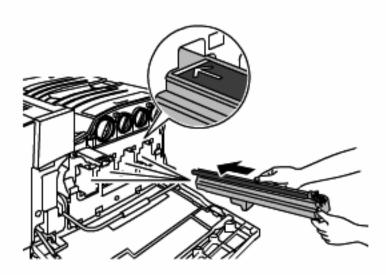
Replacing the Drum Cartridges











7. Insert the new Drum Cartridge along with its black plastic protective shield in the direction of the arrow on the top of the shield and with the bottom of the shield resting on the Release Handle.

Make sure the Drum Cartridge is in all the way.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

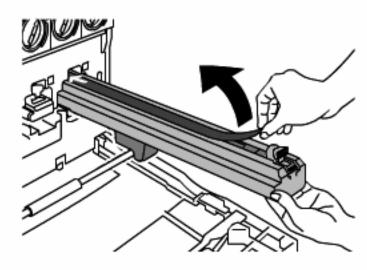
Replacing the Drum Cartridges











8. Remove the tape from the top of the Drum Cartridge shield by pulling it off.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

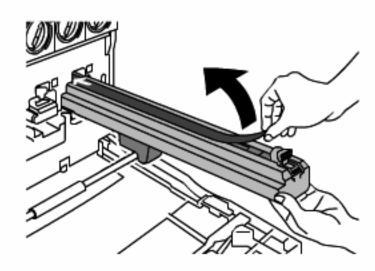
Replacing the Drum Cartridges











Caution: Removing the tape will expose the print drum to light which left exposed for more than a few minutes can lower the life of the Drum Cartridge or cause print quality degradation.

Enter a key word.



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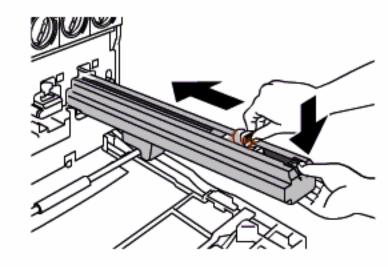
This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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9. While holding the Drum Cartridge shield, push the Drum Cartridge into the printer using the light orange triangle shaped tab. Remove the shield from the printer.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

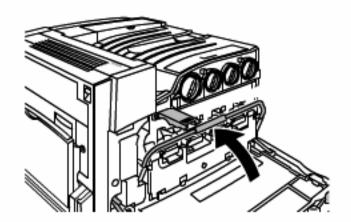
Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.







Grasp the Release Handle in the middle and pull up.

Enter a key word.



















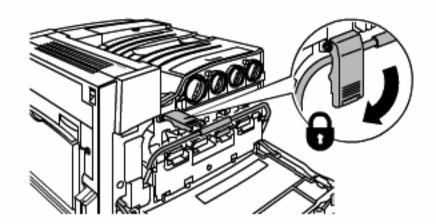
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



11. Push the Handle Latch down until it locks.

Enter a key word.



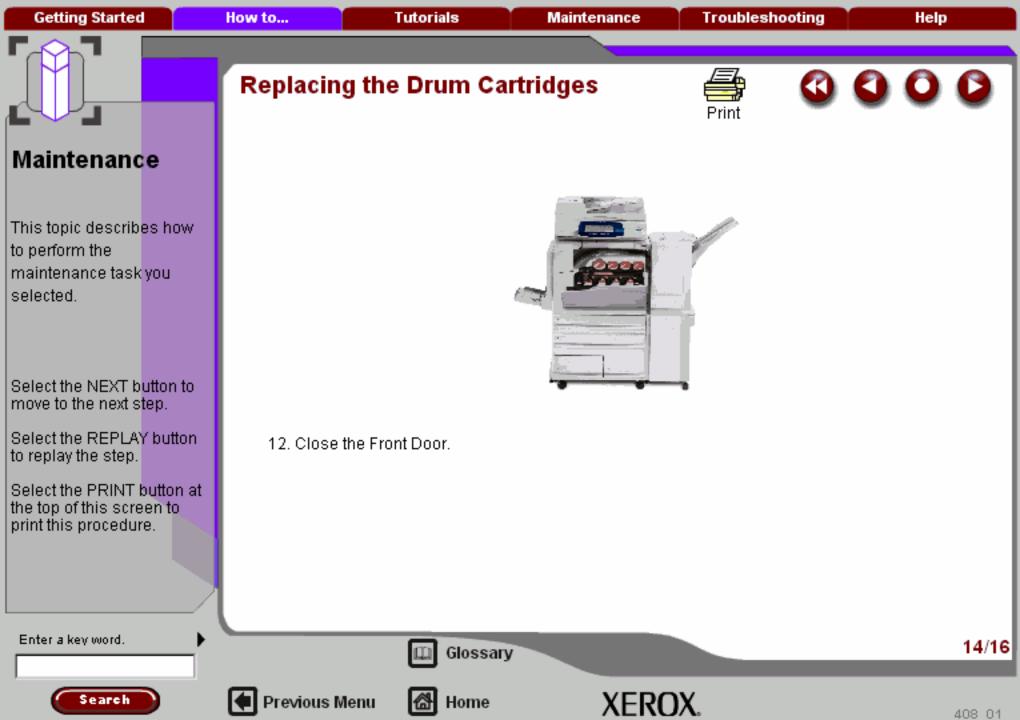
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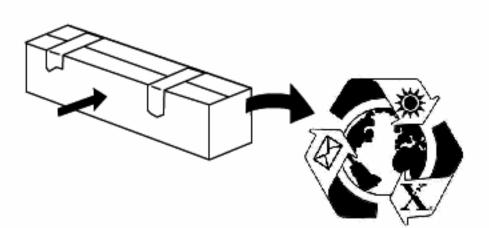


This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



13. Dispose of the protective shield and tape as normal office waste or store them for future use.

Enter a key word.



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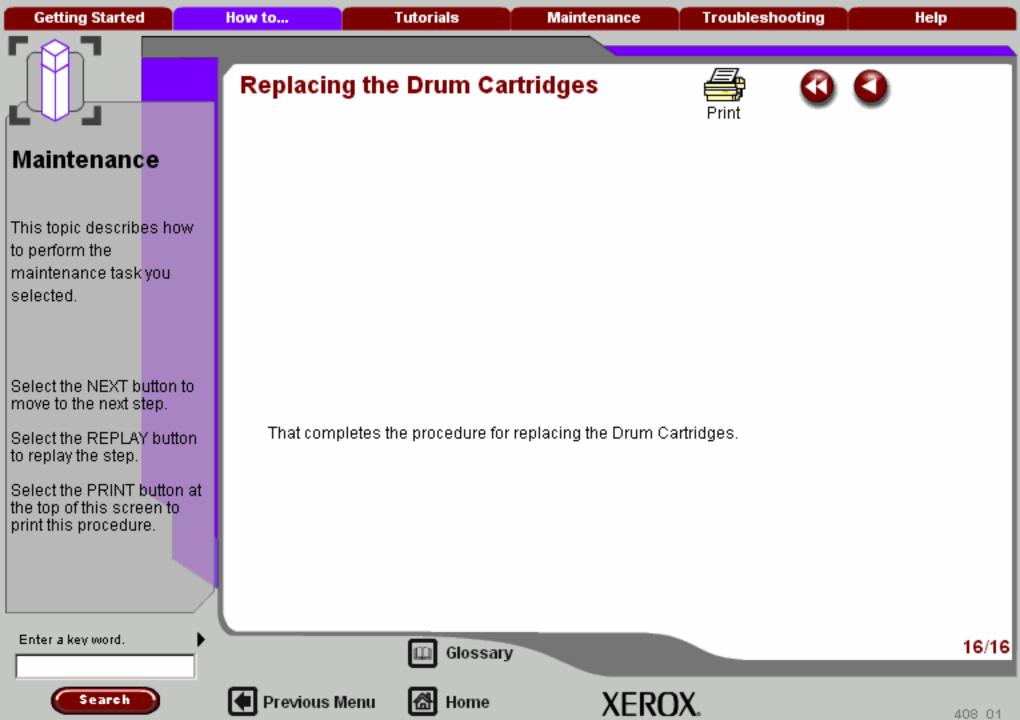




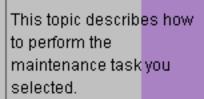










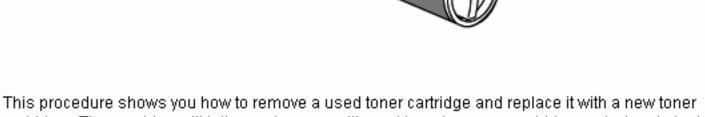


Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

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cartridge. The machine will tell you when you will need to order a new cartridge and when to install it.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.

Enter a key word.



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Replacing the Toner Cartridges









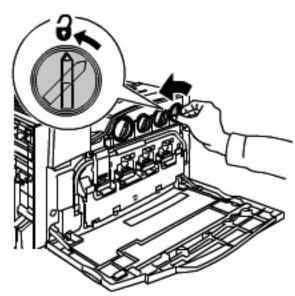
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



2. Turn the toner cartridge counter clockwise to the unlocked position.

Enter a key word.

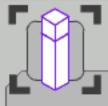


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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

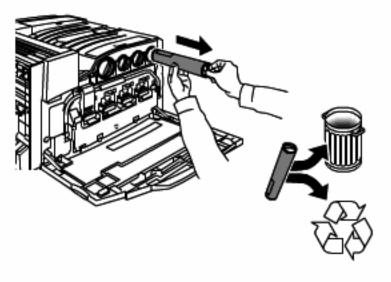
Replacing the Toner Cartridges











3. Remove the toner cartridge by pulling it straight out. Be careful to not get toner on clothing.

Enter a key word.



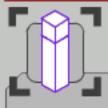
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Replacing the Toner Cartridges









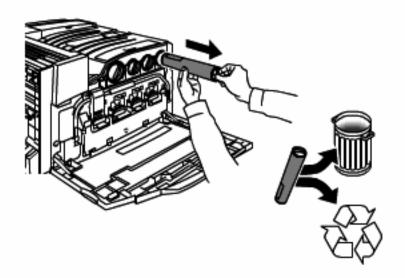
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



4. Dispose the toner cartridge as normal office waste or recycle the cartridge.

Enter a key word.



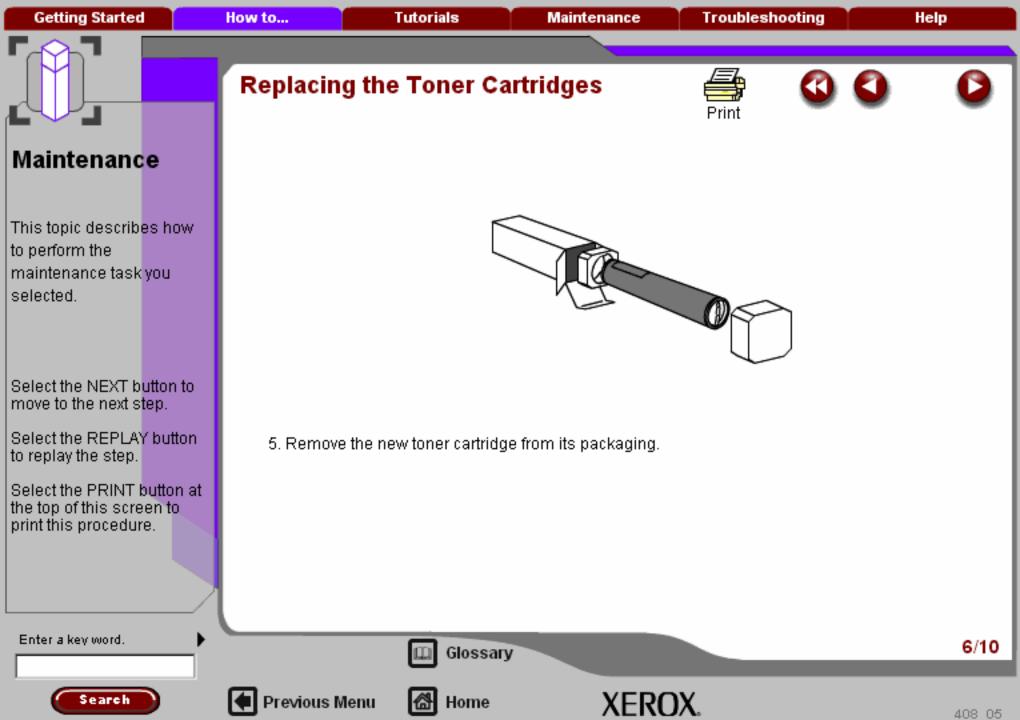
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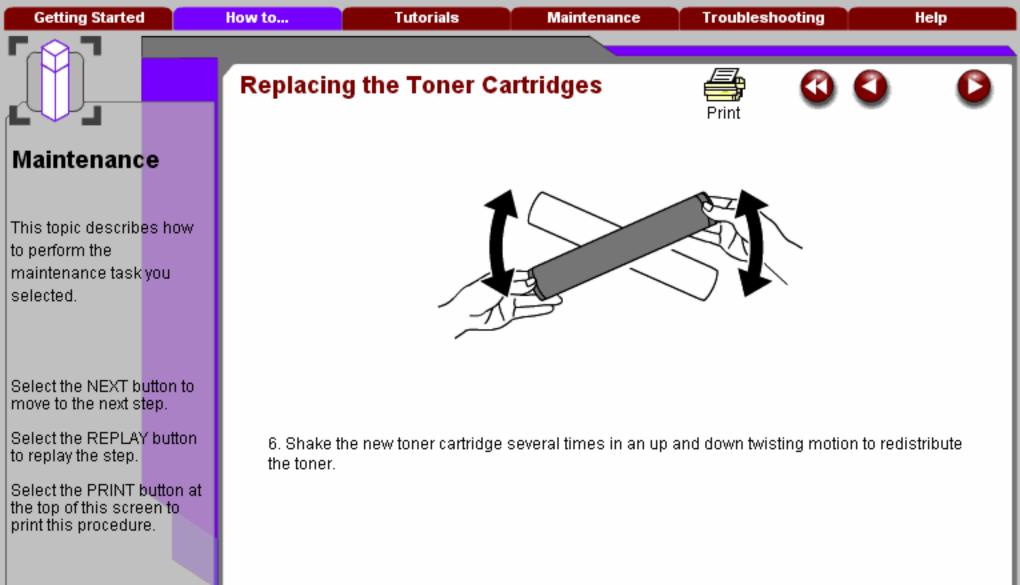
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Enter a key word.



















Replacing the Toner Cartridges









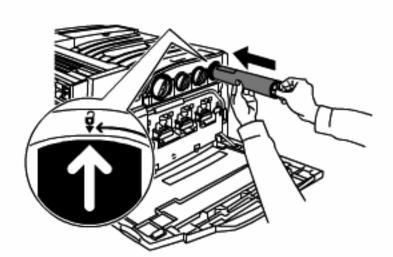
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



Install the toner cartridge by aligning the arrows on the cartridge with unlock symbol on the printer. Make sure the cartridge is fully installed then turn the cartridge clockwise to the locked position.

Enter a key word.

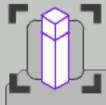


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XEROX.





Replacing the Toner Cartridges









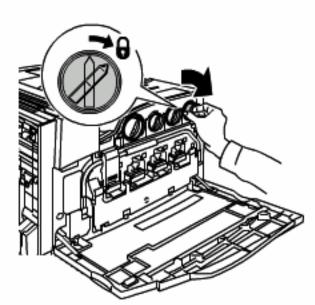
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

Enter a key word.



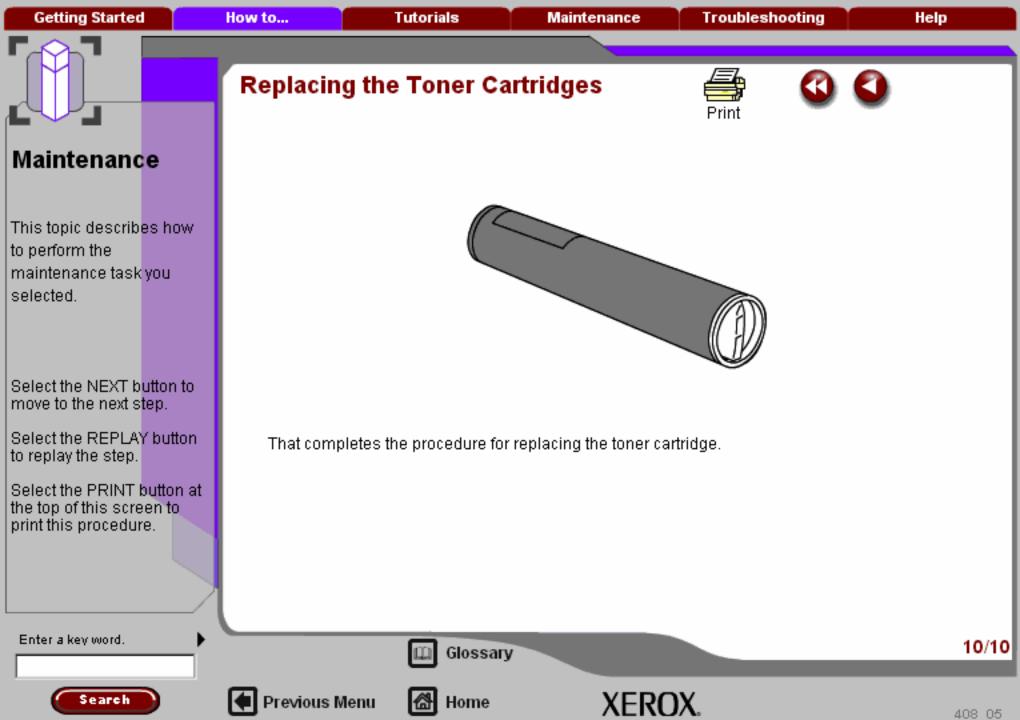
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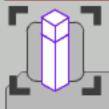


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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

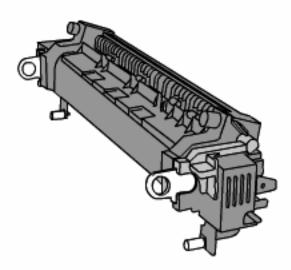
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Replacing the Fuser Cartridge







This procedure shows you how to remove a used Fuser Cartridge and replace it with a new Fuser Cartridge. The machine will tell you the percent of life remaining, when you need to order a new cartridge, and when to install it. The Fuser Cartridge can be recycled so please follow the disposal instructions you receive with the new cartridge.

Enter a key word.



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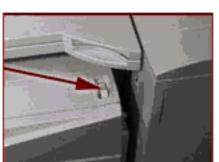


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Select the NEXT button to move to the next step.

This topic describes how

maintenance task you

to perform the

selected.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

1. Power off the printer and disconnect the power cord.

Enter a key word.



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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

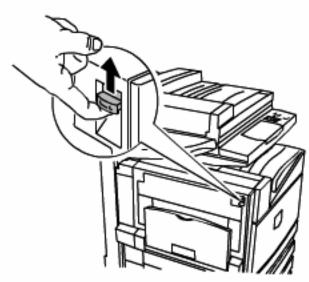
Replacing the Fuser Cartridge



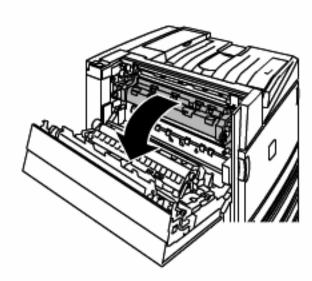










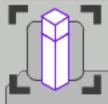


Enter a key word.









This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

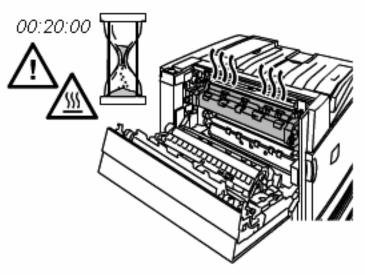
Replacing the Fuser Cartridge











Warning: To avoid burns wait at least 20 minutes after powering off the printer to allow the fuser to cool down, and observe warning labels inside.

Enter a key word.



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Replacing the Fuser Cartridge









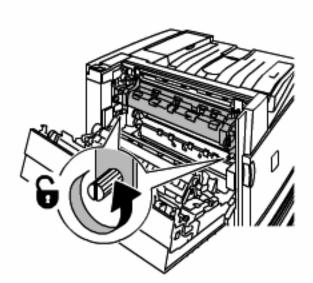
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



3. Unscrew the two light orange coloured fuser-locking screws in a counter clockwise direction until the screws are completely loose. The screws are not removable.

Enter a key word.



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Replacing the Fuser Cartridge









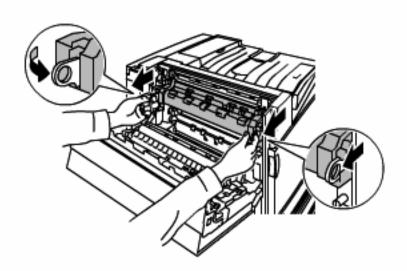
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



4. Pull out the two light orange coloured rings.

Enter a key word.

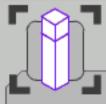


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Replacing the Fuser Cartridge









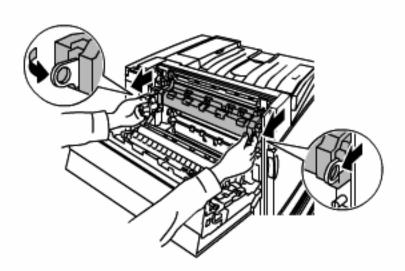
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



5. Remove the fuser by grasping the two light orange coloured rings and pull out.

Enter a key word.



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Replacing the Fuser Cartridge









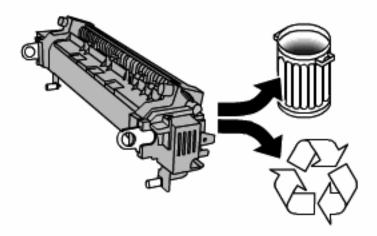
Maintenance

This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



6. Dispose the fuser as normal office waste or recycle the fuser.

Enter a key word.

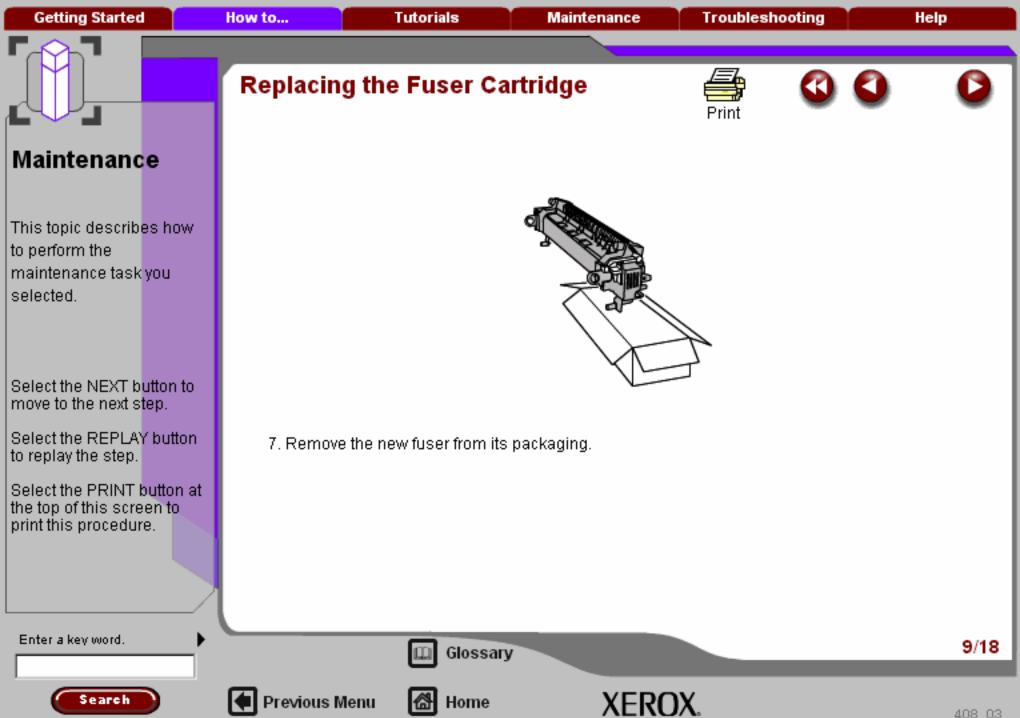


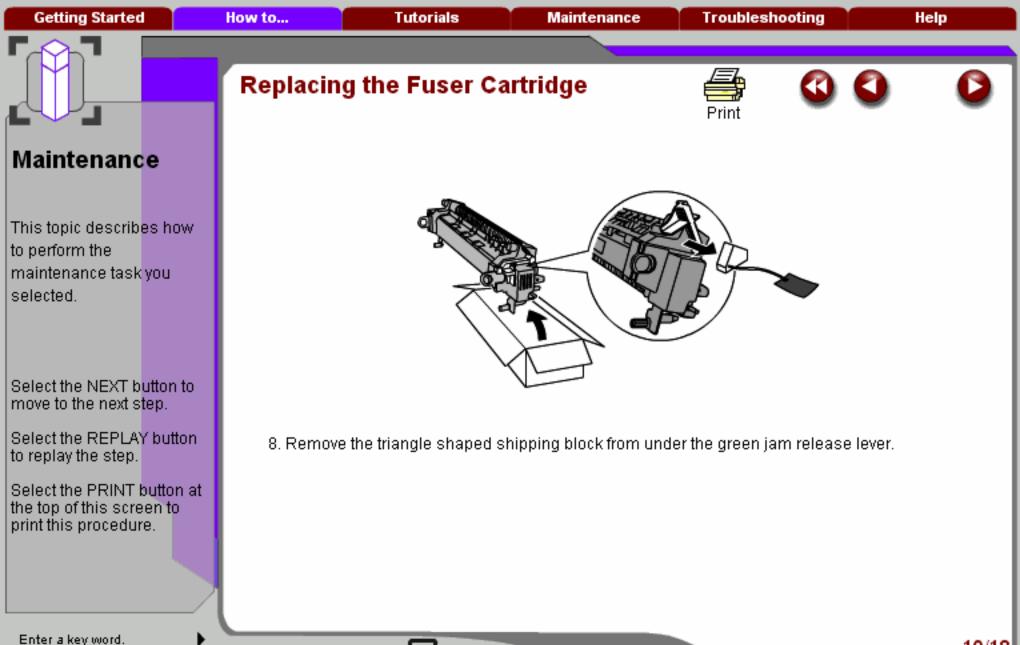
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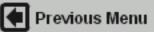
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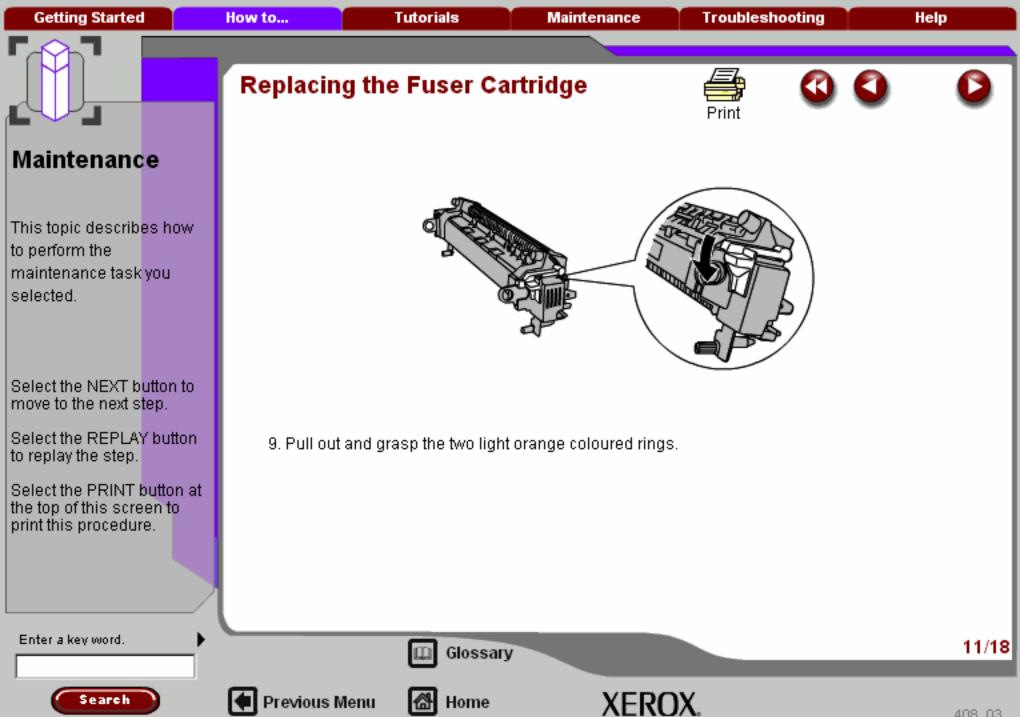




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Replacing the Fuser Cartridge



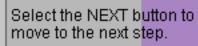






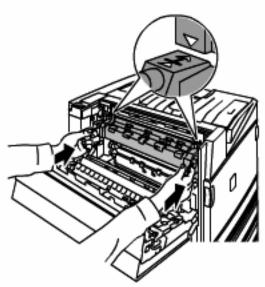
Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



10. Install the new fuser into the printer while aligning the triangles on the top left and right of the fuser with the corresponding triangles on the printer.

Enter a key word.



Glossary

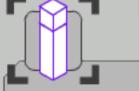


Previous Menu

Home







This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

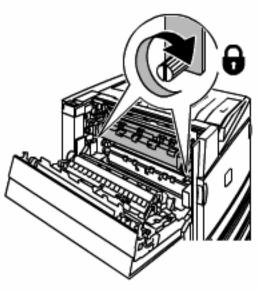
Replacing the Fuser Cartridge











11. Tighten the two light orange fuser-locking screws by turning them clockwise until they are finger tight.

Enter a key word.

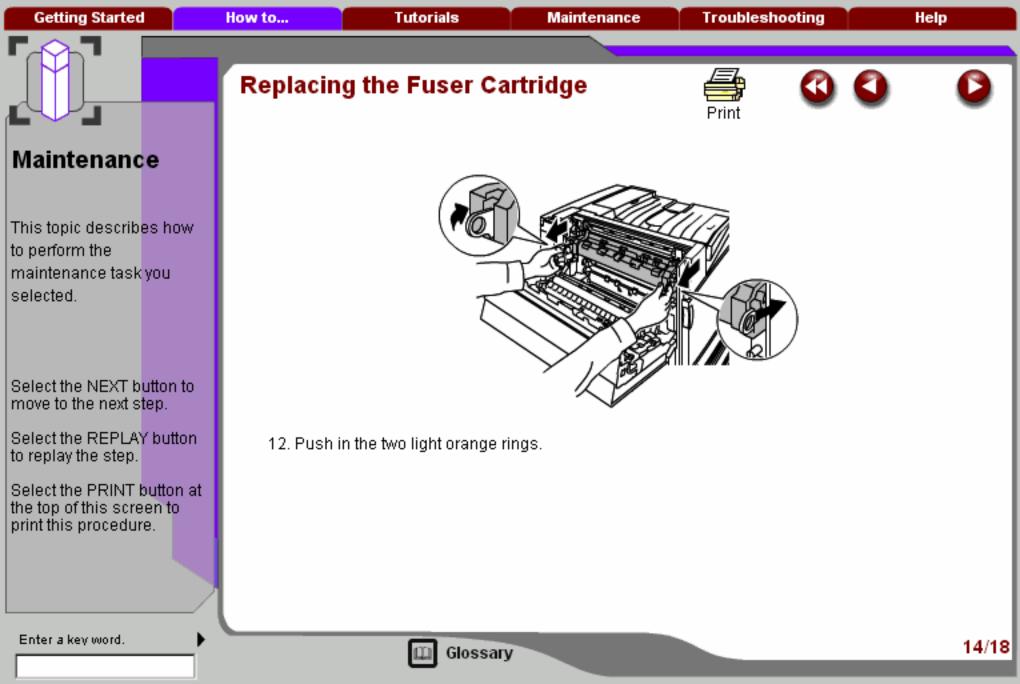


Glossary

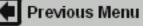


XEROX.



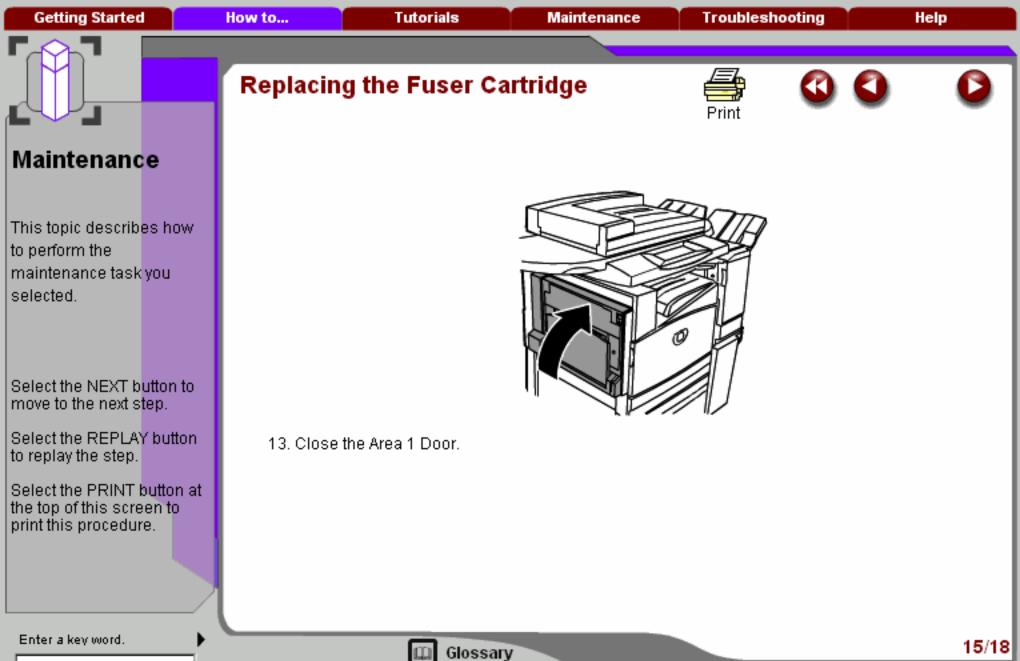


Search











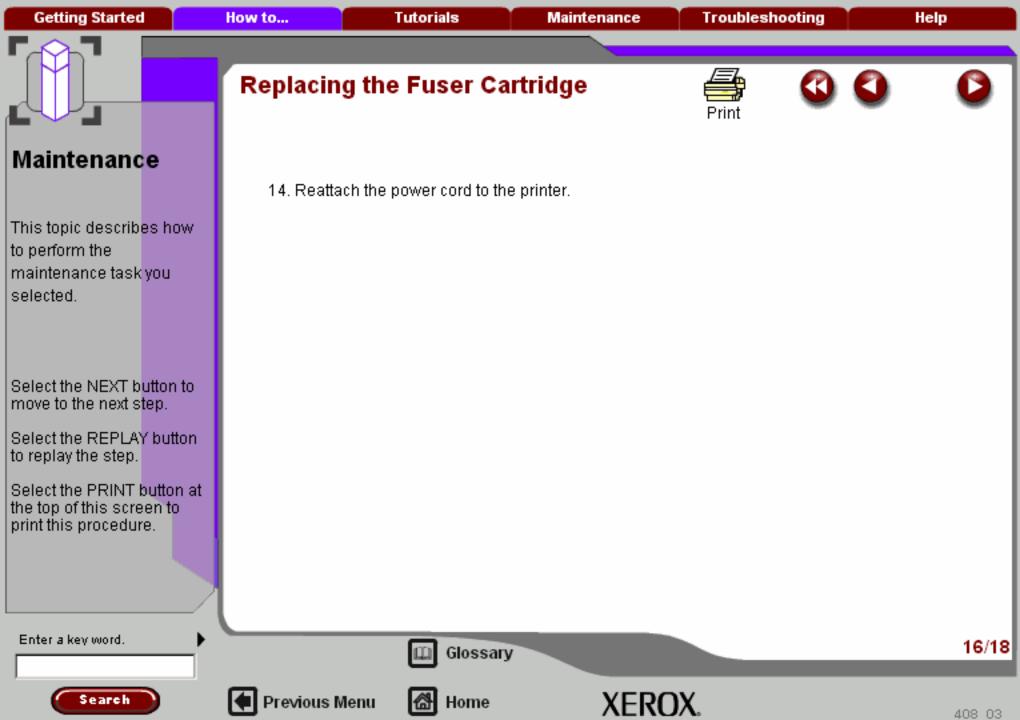
Search

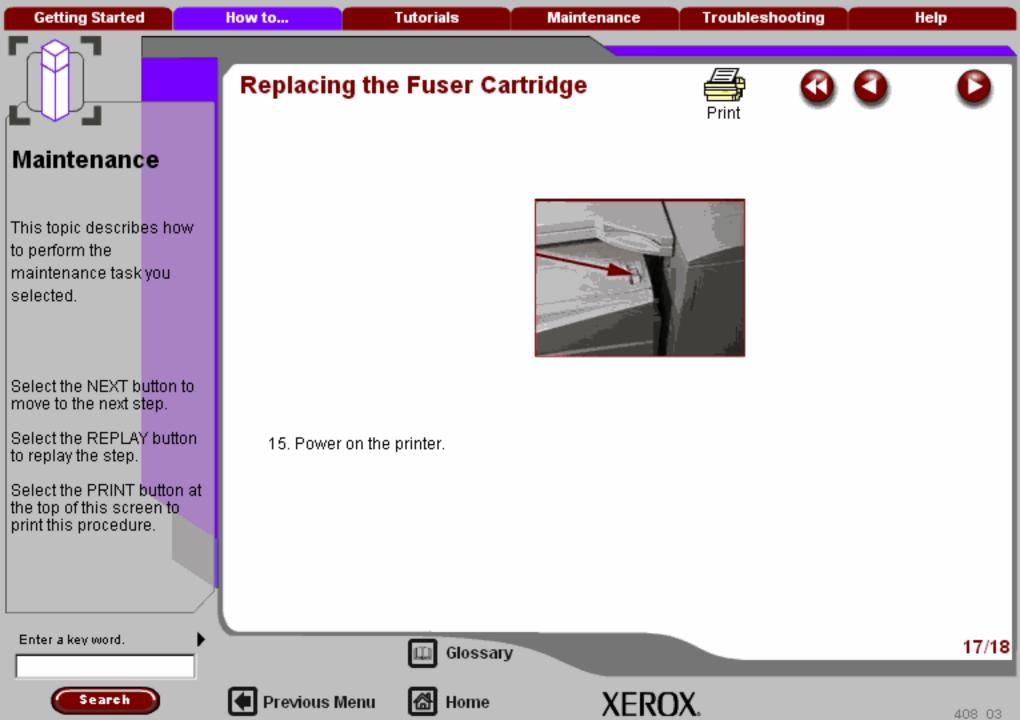


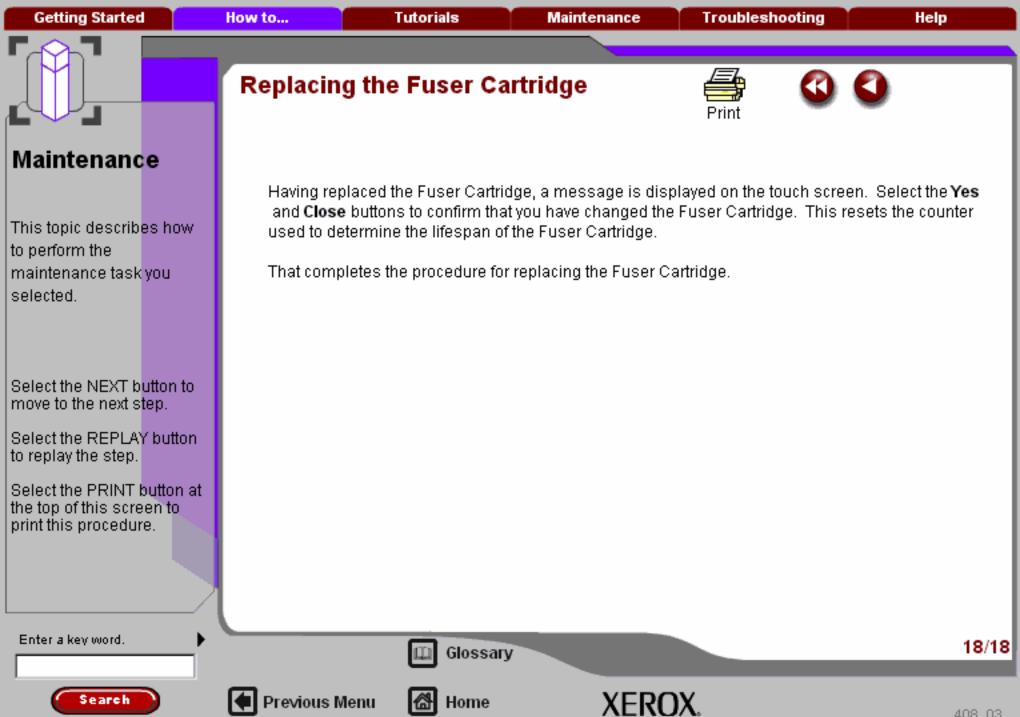


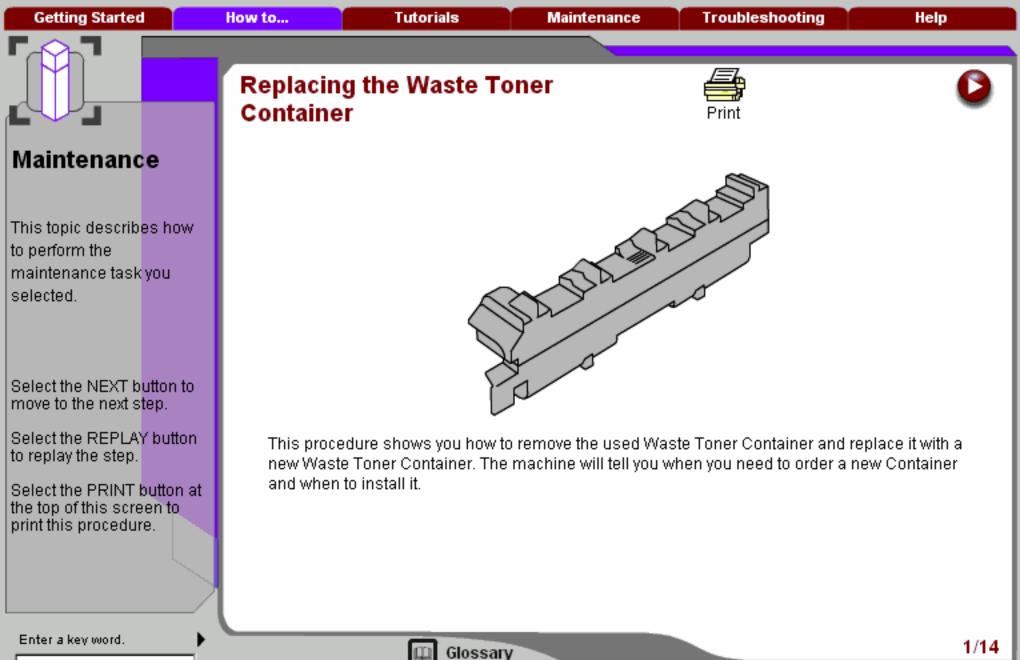
XEROX.





















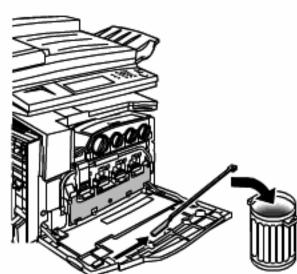
This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

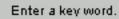
Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search



2. Remove the laser window-cleaning wand from the inside of the Front Door and dispose it as normal office waste.





Glossary



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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Container





3. Open the Waste Toner Container door by grasping the two door tabs and pull it down.

Enter a key word.



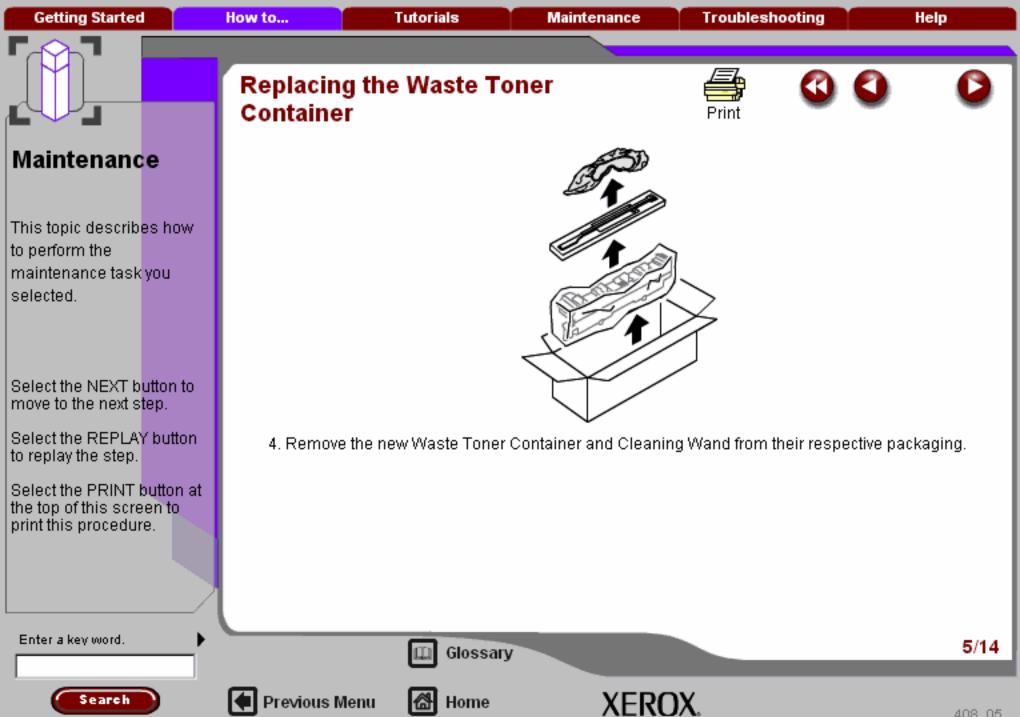
Glossary

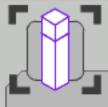


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This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

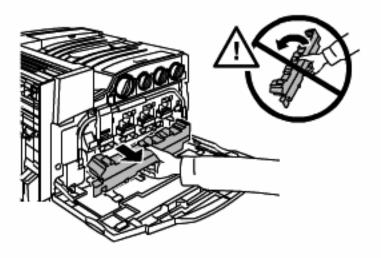
Replacing the Waste Toner Container











5. Grasp the Waste Toner Container and pull it straight out of the printer.

Be careful to not tip the Waste Container. Tipping can cause toner to spill onto clothing or carpeting (floor).

Enter a key word.



Glossary



Previous Menu

Home







This topic describes how to perform the maintenance task you selected.

Maintenance

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

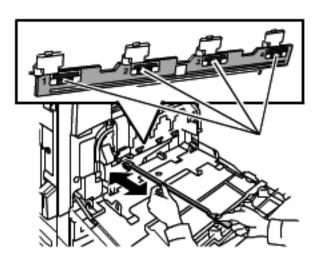
Replacing the Waste Toner Container











7. Locate the four (numbered 1-4) laser window cleaning locations.

Enter a key word.



Glossary



XEROX.





Replacing the Waste Toner Container



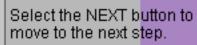






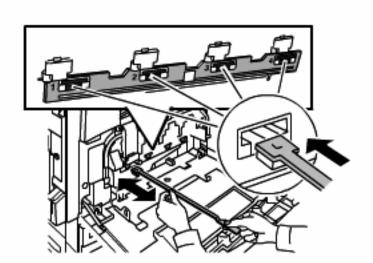
Maintenance

This topic describes how to perform the maintenance task you selected.



Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.



8. Using the new Cleaning Wand and with the wands padded end down insert the wand into the number 1 cleaning slot.

Enter a key word.



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Previous Menu





This topic describes how to perform the maintenance task you selected.

Select the NEXT button to move to the next step.

Select the REPLAY button to replay the step.

Select the PRINT button at the top of this screen to print this procedure.

Search

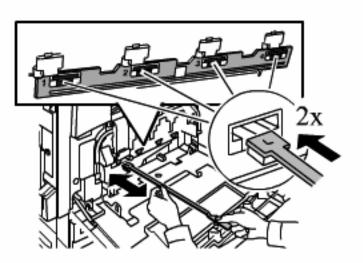
Replacing the Waste Toner Container



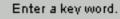








9. Push the cleaning wand all the way in and pull it out at least two times to clean the laser window. Repeat this procedure for the other three cleaning slots.



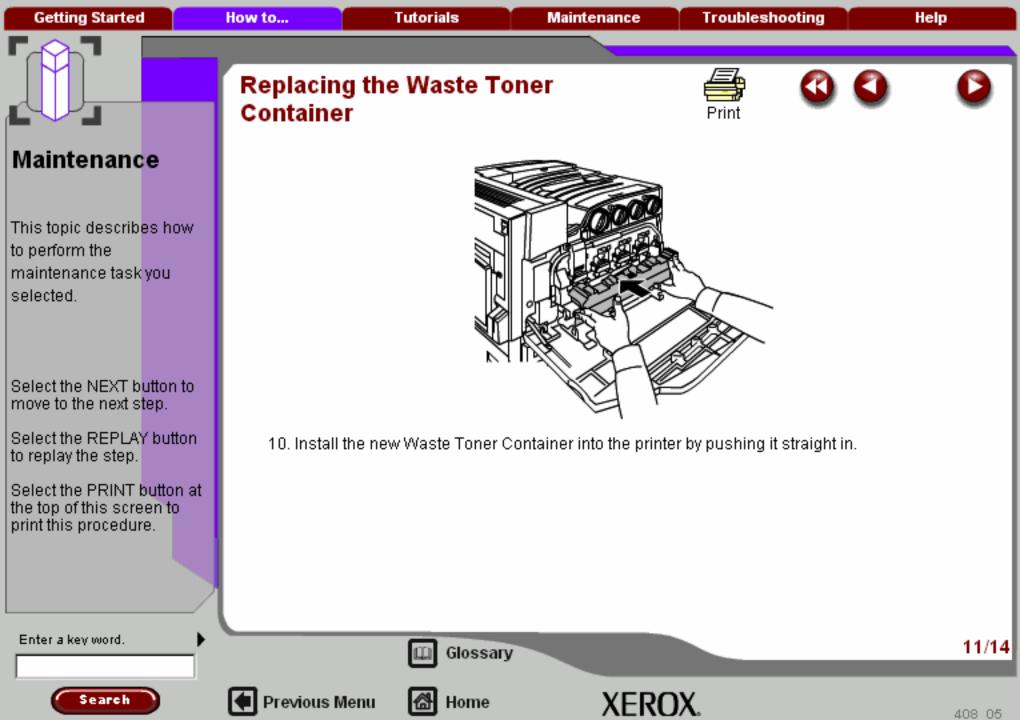


Glossary



Previous Menu







the top of this screen to print this procedure.

Enter a key word.

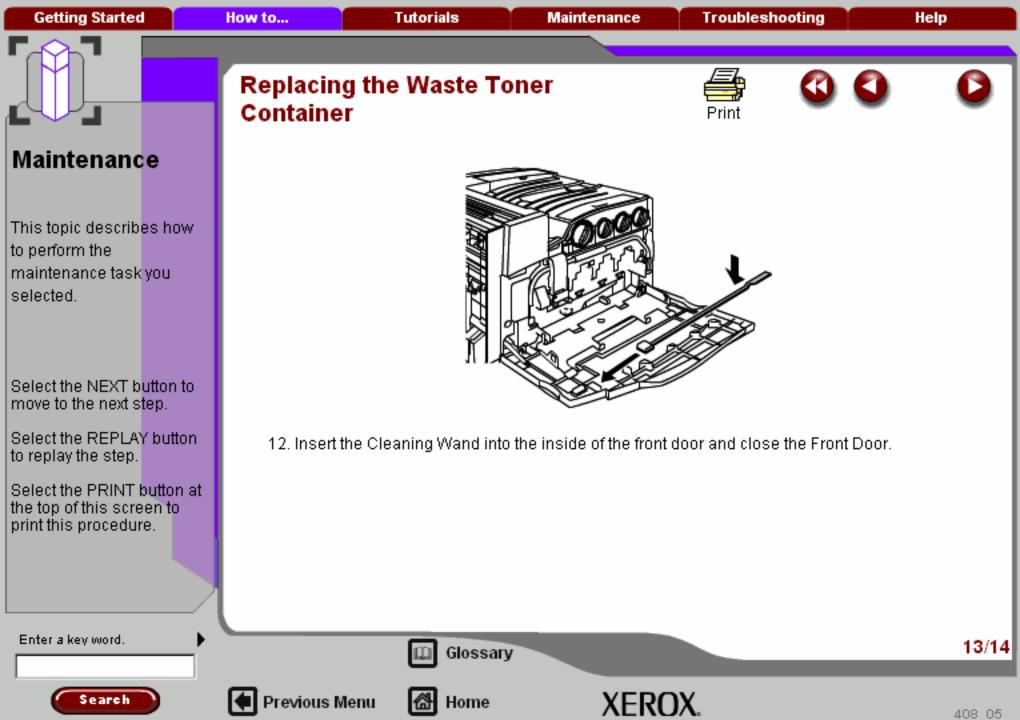


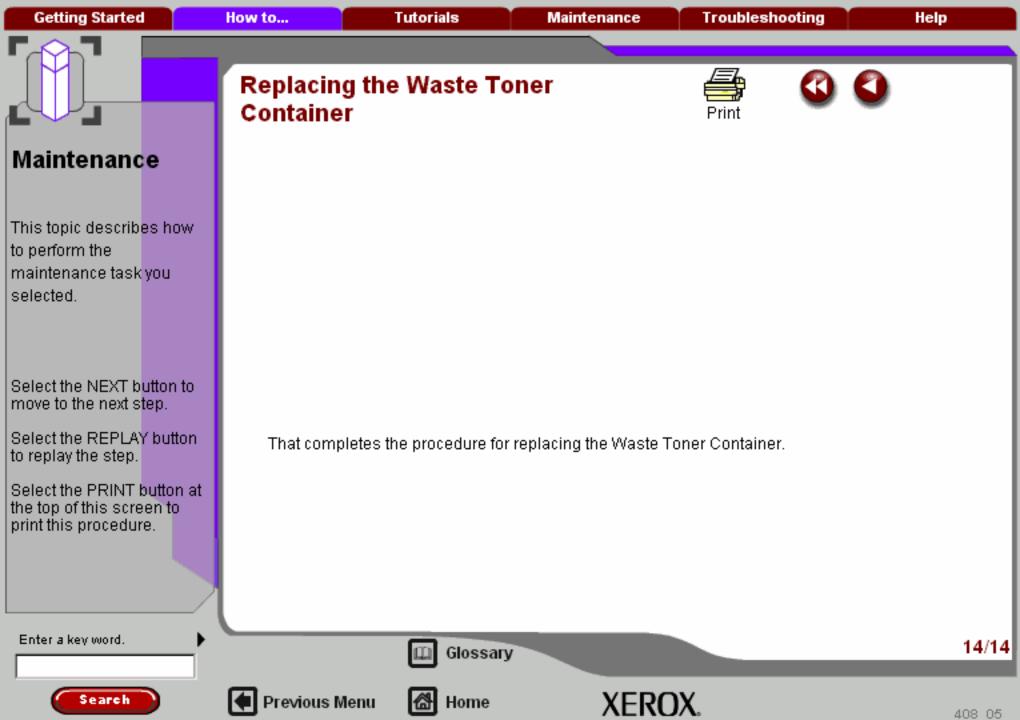














Getting Started



How to...



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Maintenance



Troubleshooting



Help



Tuiorials

Product Overview

Copy

Fax

Internet Fax

Network Scanning

E-Mail

Print

Finishing Options

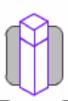
Paper and Media

Auditron

Machine Administration

Machine/Job Status

Internet Services





Tutorials



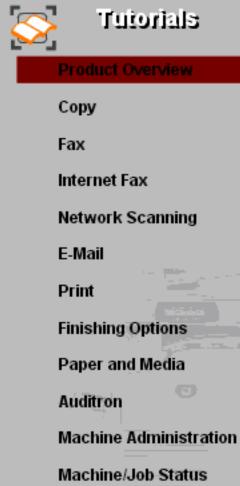
Maintenance



Troubleshooting



Help



Internet Services

Getting Started Tutorials How to... Maintenance **Troubleshooting** Help



Product Overview

This section provides an introduction to your new machine. The section identifies the components of the machine and control panel.

Choose the topic you want to learn about from the menu below.

Product Overview

Control Panel

Power On and Off

Power Save Modes

Xerox Extensible Interface Program

Xerox Secure Access







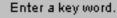






accordingly.

Depending on your model, your machine will print/copy 28, 35 or 45 prints per minute.





Glossary













Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Tutorials

This topic describ<mark>es the</mark> features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

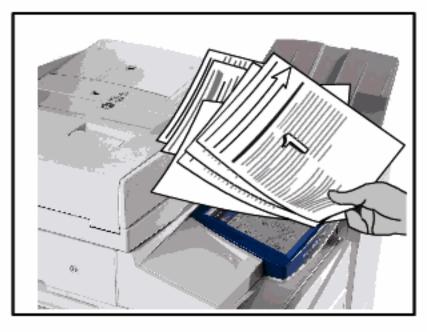
When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Document Handler











Document Handler

Previous Menu

Up to 75 two-sided documents can be scanned at one time using the Document Handler. Documents from A5 to A3 can be accommodated.

Enter a key word.



Glossary







Getting Started How to... Tutorials Maintenance **Troubleshooting** Help



Tutorials

This topic describ<mark>es the</mark> features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Document Glass











Document Glass

Previous Menu

This main area is located under the Document Handler and is used for scanning and copying documents. Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.

Enter a key word.



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Getting Started How to... Tutorials Maintenance Troubleshooting Help



Tutorials

This topic describ<mark>es the</mark> features of your machine. Select your machi<mark>ne, then</mark> either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Document Glass (continued)











Document Glass

Previous Menu

The document glass can be used for bound originals, odd size documents or poor quality originals and accommodates document sizes up to a maximum of A3.

Enter a key word.



Glossary



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Tutorials

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Paper Trays









Paper Trays 1 and 2

These trays are located on the front of the machine and feed the majority of stock sizes.

Trays 3 and 4

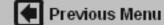
An option that provides two trays, which are installed under the integral trays. They provide a large supply of A4 stock.

Enter a key word.



Glossary











Getting Started How to... Tutorials Maintenance Troubleshooting Help



Tutorials

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

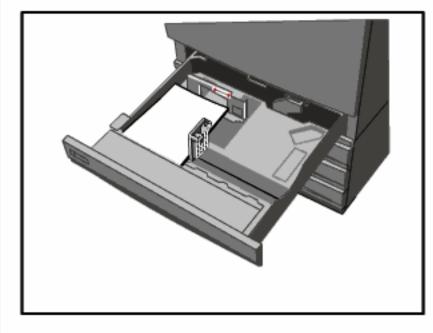
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] b<mark>utton</mark> below to return to the Product Overview Menu.

Paper Trays 1 and 2











Paper Trays 1 and 2

Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 80gsm paper. The trays are pulled out by the operator for loading. The trays accommodate paper weights from 64gsm to 220gsm and are fully adjustable for all stock sizes in the range A5 to A3. All stock types (pre-formatted paper, letterhead) can be used except for envelopes and labels. Stock can be loaded either long or short edge feed (portrait or landscape).

Enter a key word.



Glossary











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Tutorials

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed. overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Paper Trays 3 and 4











Paper Tray 3 and 4 (Optional High Capacity Feeders)

When fitted, they are intended to be the primary feeder for the most commonly used stock. They have a large capacity to reduce the frequency of operator loading. Both trays feed only 8.5"x11", A4, or B5 sized stock. They have a combined capacity of 2000 sheets of 80gsm paper. The trays are pulled out for operator loading.

Enter a key word.



Glossary





Getting Started How to... Tutorials Maintenance Troubleshooting Help

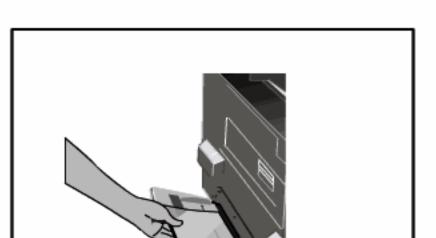


Tutorials

This topic describ<mark>es the</mark> features of your machine. Select your machi<mark>ne, then</mark> either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] b<mark>utton</mark> below to return to the Product Overview Menu.

Bypass Tray











Bypass Tray

The Bypass Tray is a paper tray on the left hand side of your machine and can be folded away when not in use. It accommodates all types of stock in a range of sizes between 4.13"x5.83" and 12"x19" and has a capacity of approximately 100 sheets of 80gsm paper or a maximum stack height of 0.4". The tray accommodates paper of weights between 64gsm to 220gsm. Stock can be loaded either long or short edge feed (portrait or landscape). When lowered, the Bypass Tray can be extended to support longer length stock.

Enter a key word.



Glossary

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Tutorials

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed. overview.

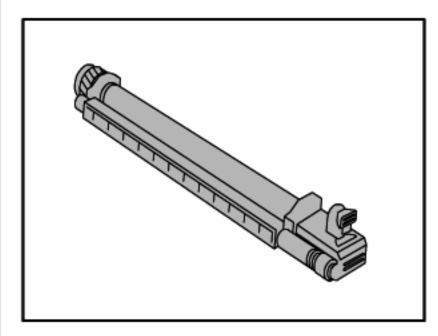
When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges

Toner Cartridges Fuser Cartridge Waste Toner Container

Drum Cartridges

Previous Menu

The colour drum cartridges will provide approximately 33,000 images. The black drum cartridge will provide approximately 50,000 images. The machine display and this documentation will enable you to successfully install the new cartridges so you do not have to wait for a service call.

Enter a key word.



Glossary



Home



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This topic describ<mark>es the</mark> features of your machine. Select your machi<mark>ne, then</mark> either click on the machine for a feature summary or use the Next button for a more detailed overview.

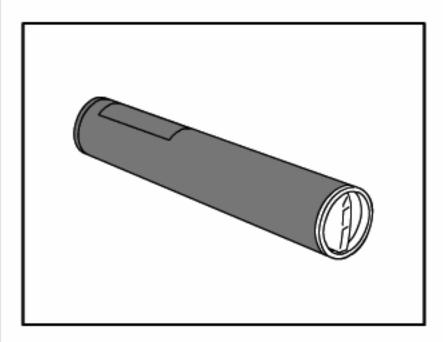
When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges

Toner Cartridges

Fuser Cartridge

Waste Toner Container

Toner Cartridges

The colour toner cartridges will provide approximately 15,000 prints at 6% area coverage. The black toner cartridge will provide approximately 26,000 prints at 6% area coverage.

Enter a key word.







Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Tutorials

This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

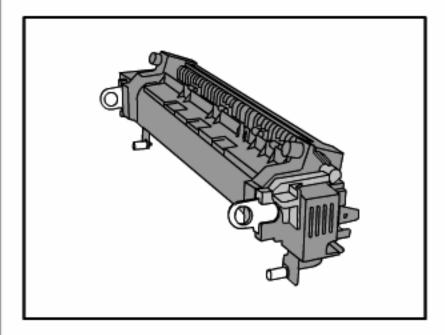
When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges

Toner Cartridges

Fuser Cartridge

Waste Toner Container

Fuser Cartridge

The fuser cartridge will provide approximately 150,000 prints or copies.

Enter a key word.



Glossary







This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

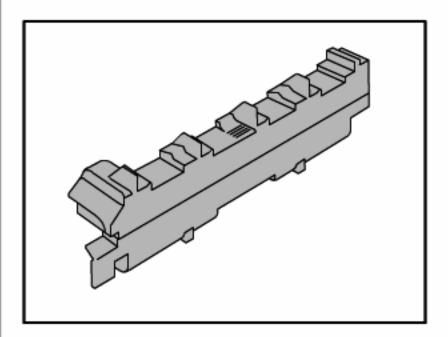
When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Customer Replaceable Units









There are several Customer Replaceable Units (CRUs) included in your machine. The machine will inform you when you need to order a new module and when to install it. Click on the CRU headings below to find out more information.

Drum Cartridges

Toner Cartridges

Fuser Cartridge

Waste Toner Container

Waste Toner Container

Previous Menu

The waste toner container will need changing after approximately 30,000 prints or copies at 6% area coverage.

Enter a key word.



Glossary



Home



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This topic describ<mark>es the</mark> features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Center Tray









Center Tray

Previous Menu

The Center Tray can hold up to 400 sheets of paper, depending on what other finishing options are installed. Output will be delivered face down in the tray and alternate sets may be delivered offset from one another. Each set or stack will be offset from the previous to enable easy separation.

Enter a key word.



Glossary



Home



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This topic describ<mark>es the</mark> features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Office Finisher







Office Finisher

This can hold up to 1000 sheets of paper in the stacker.

The stacker can perform collating, stacking, and stapling, depending on the features selected. In addition a walk-up offline stapler is also available.

Enter a key word.



Glossary















This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

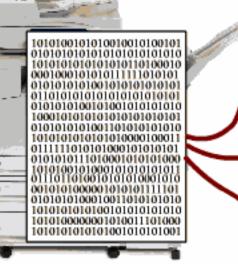
When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

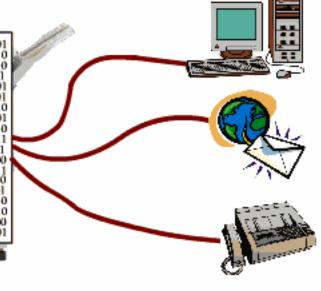
Network facilities











Networking Facilities

Your machine can be installed on your company or local network, enabling you to print from your desktop workstation. A variety of software is packaged with your machine or is available as an option.

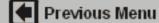
Enter a key word.













This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Convenience Stapler Kit

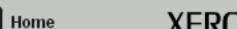
This kit enables manual stapling of document sets (up to 50 pages) at the machine.

Convenience Stapler Kit

Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

Enter a key word.









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed. overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Embedded Fax/Internet Fax Kit (1 Line or 3 Line)

This kit enables up to three telephone lines to be attached to the machine, Embedded Fax will scanyour documents and send them to any type of fax machine that is connected to a telephone network. Your images are sent from your machine directly to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

This kit also includes the Internet Fax option, which allows you to send your scanned images to another internet fax machine.

Convenience Stapler Kit

Embedded Fax/Internet Fax Kit

Thumbnail Preview

Swedish 4 Hole Punch Kit

Secure Watermark

Scanning Kit

Networked Job Based Accounting

Security Kit

1284 Parallel/USB Direct Print Kit.

Auxiliary Interface Device Kit

Media Card Reader

Enter a key word.



Previous Menu









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Thumbnail Preview

Previous Menu

The Thumbnail Preview feature allows users to preview a reduced-size image of their scanned documents on the machine touch screen.

Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit

Auxiliary Interface Device Kit

Media Card Reader

Convenience Stapler Kit

Enter a key word.



Glossary







This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Swedish 4 Hole Punch Kit

This kit enables the additional finishing capability of 4 hole punching to the Advanced Office Finisher or Professional Finisher (with Booklet Maker).

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

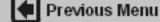
Enter a key word.















This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Secure Watermark

Previous Menu

The Secure Watermark feature allows users to make copies and print documents with hidden text embedded in the document background. When subsequent copies are made, the hidden text will appear. This prevents security leaks caused by the unauthorised copying of confidential information.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit

Secure Watermark

Scanning Kit Networked Job Based Accounting Security Kit

1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

Enter a key word.











This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Scanning Kit

The Scanning Kit includes the Network Scanning Services, Scan to Mailbox, Scan to PC, and Scanto E-mail feature options. This kit also enables high compression PDF file capability.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark

Scanning Kit

Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

Enter a key word.









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Networked Job Based Accounting

Enables the tracking of machine usage for print, copy and scan jobs from multiple machines overthe network.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit

Auxiliary Interface Device Kit

Media Card Reader

Enter a key word.











This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Security Kit

A group of security features which provide On Demand Overwrite and Immediate Image Overwrite, Both features offer customers the ability to overwrite the machine's hard disk to protect classified or private information

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit. Auxiliary Interface Device Kit Media Card Reader

Enter a key word.









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

1284 Parallel/USB Direct Print Kit

Provides a parallel/USB port that will enable you to attach a workstation directly to the machine for local printing.

Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit. Auxiliary Interface Device Kit

Media Card Reader

Enter a key word.



Previous Menu

Glossary









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Auxiliary Interface Device

This kit enables the use of a third party accounting device such as a card swipe or coin operated unit to control the use of print, copy and scan functions.

Convenience Stapler Kit
Embedded Fax/Internet Fax Kit
Thumbnail Preview
Swedish 4 Hole Punch Kit
Secure Watermark
Scanning Kit
Networked Job Based Accounting
Security Kit
1284 Parallel/USB Direct Print Kit
Auxiliary Interface Device Kit
Media Card Reader

Enter a key word.



Previous Menu









This topic describes the features of your machine. Select your machine, then either click on the machine for a feature summary or use the Next button for a more detailed overview.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Optional Features





The following optional features are available for your machine. Click on each feature for more information.

Media Card Reader

The Media Card Reader allows image data and documents (PDF, TIFF) to be read and printed directly at the machine.

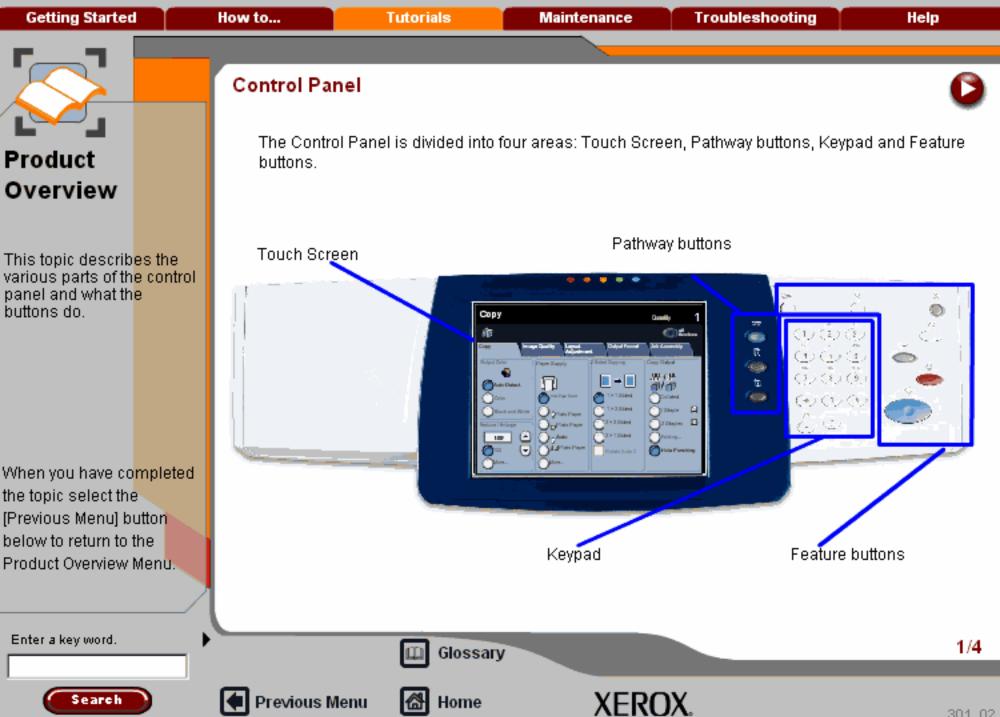
Convenience Stapler Kit Embedded Fax/Internet Fax Kit Thumbnail Preview Swedish 4 Hole Punch Kit Secure Watermark Scanning Kit Networked Job Based Accounting Security Kit 1284 Parallel/USB Direct Print Kit Auxiliary Interface Device Kit Media Card Reader

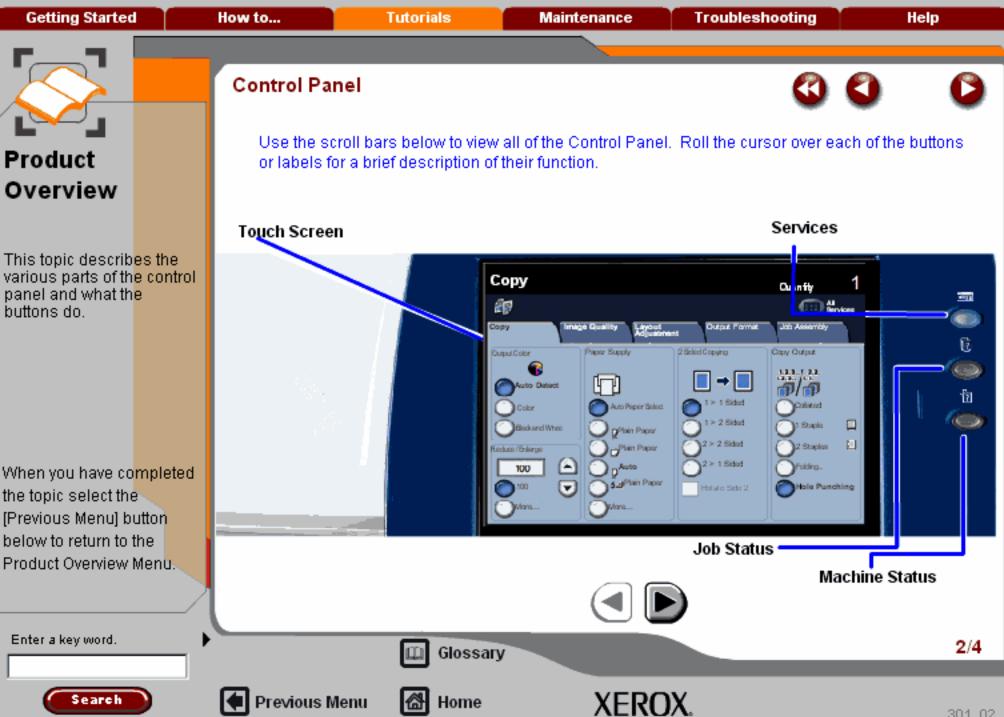
Enter a key word.

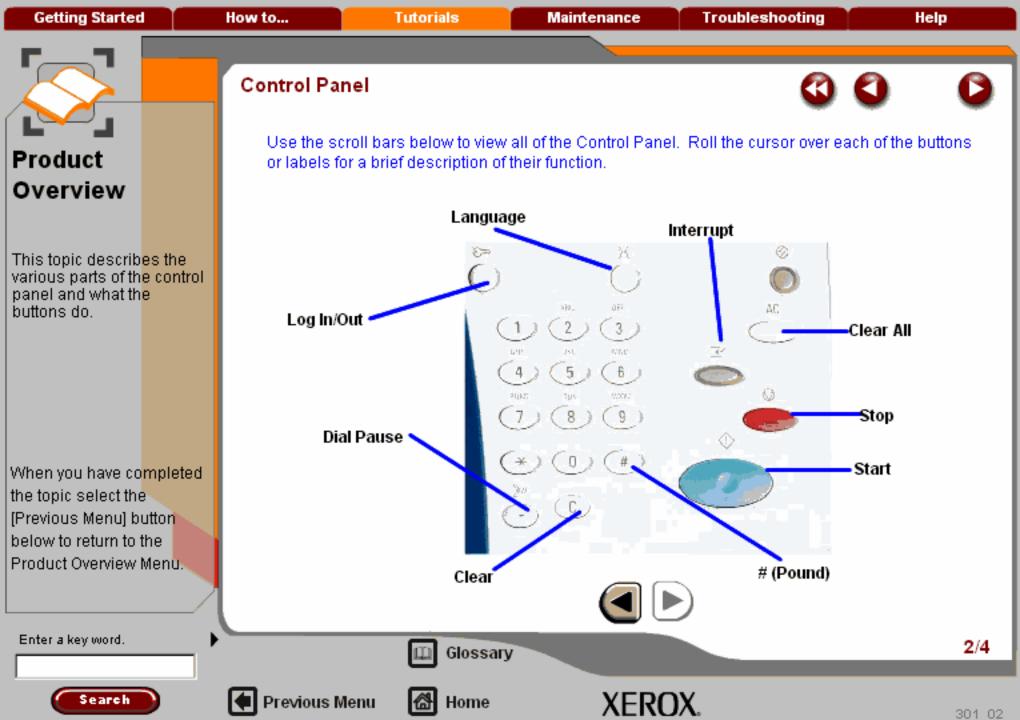




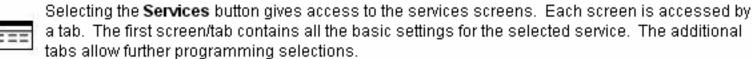








This topic describ<mark>es the</mark> various parts of the control panel and what the buttons do.



The All Services icon will be available when the touch screen is not able to display the feature buttons for all the installed services. To access alternative services, select the All Services icon.

For more information on the services and associated tabs, go to the appropriate tutorial.

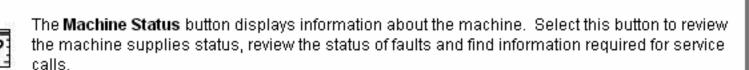


Selecting Job Status allows you to check on the progress of a job and, if necessary, to change its position in a queue.

For more information about Job Status go to the tutorial titled Job Status.

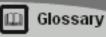
When you have completed the topic select the [Previous Menu] button below to return to the

Product Overview Menu.



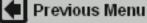
For more information about Machine Status go to the tutorial titled Machine Status.

Enter a key word.















Product Overview

This topic describ<mark>es the</mark> various parts of the control panel and what the buttons do.

When you have completed the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Control Panel





The actual touch screen will vary depending on the pathway buttons selected and the optional software that is available on your machine. The touch screen also displays important messages about the current condition of the machine, no matter what pathway has been selected.



Enter a key word.



Glossary



Previous Menu





This topic describ<mark>es how to power up and power down the machine.</mark>

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Power On and Off

Power On

Ensure that your machine is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet.

For information on the required power supply select **Specifications** from the Getting Started tab.



Enter a key word.

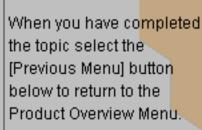






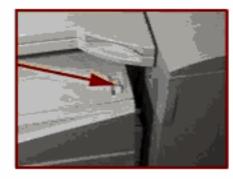


This topic describ<mark>es how to power up and power down the machine.</mark>



Power On and Off

Power On



Power Switch

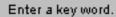
Previous Menu







Press the power switch to turn your machine on. The entire powering up process - to power on and complete a self test - takes less than 45 seconds. Certain functions of the machine, e.g. copying, will be available before other functions e.g. printing.



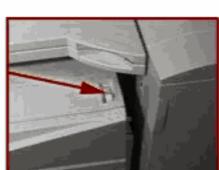












machine off.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Product Overview Menu.

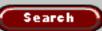
This topic describes how to power up and power down the machine.



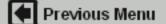


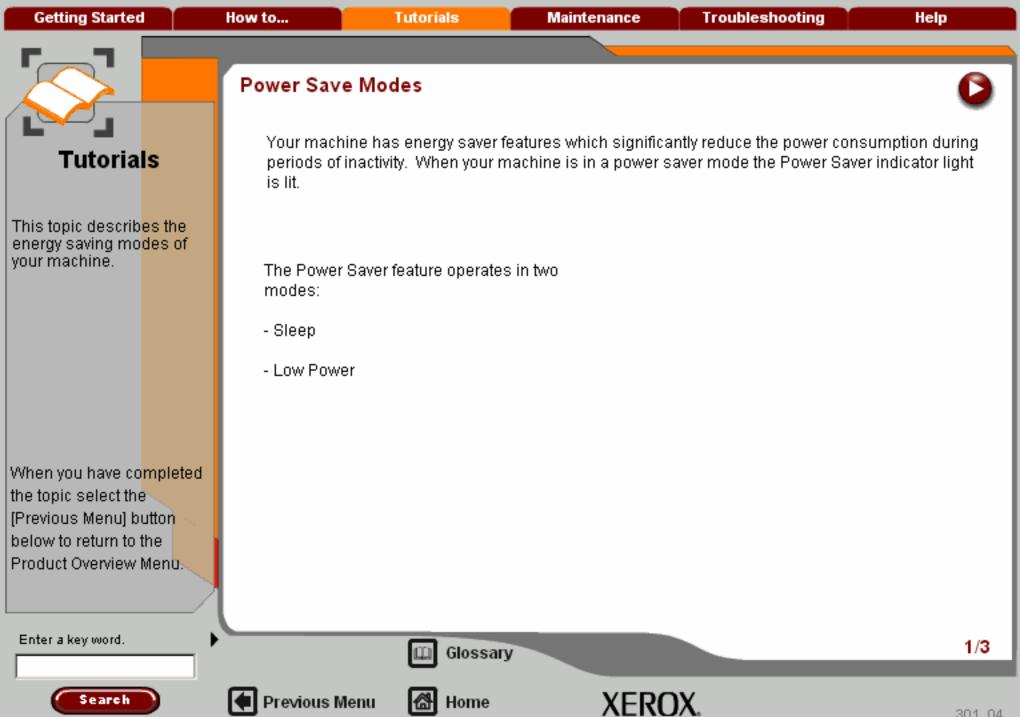


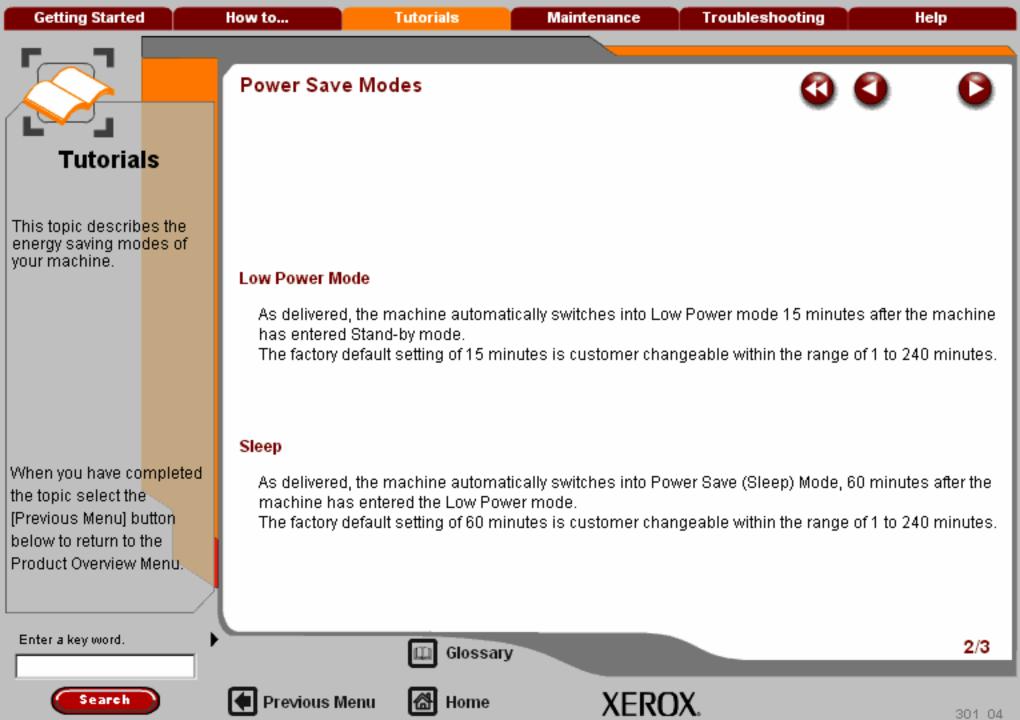


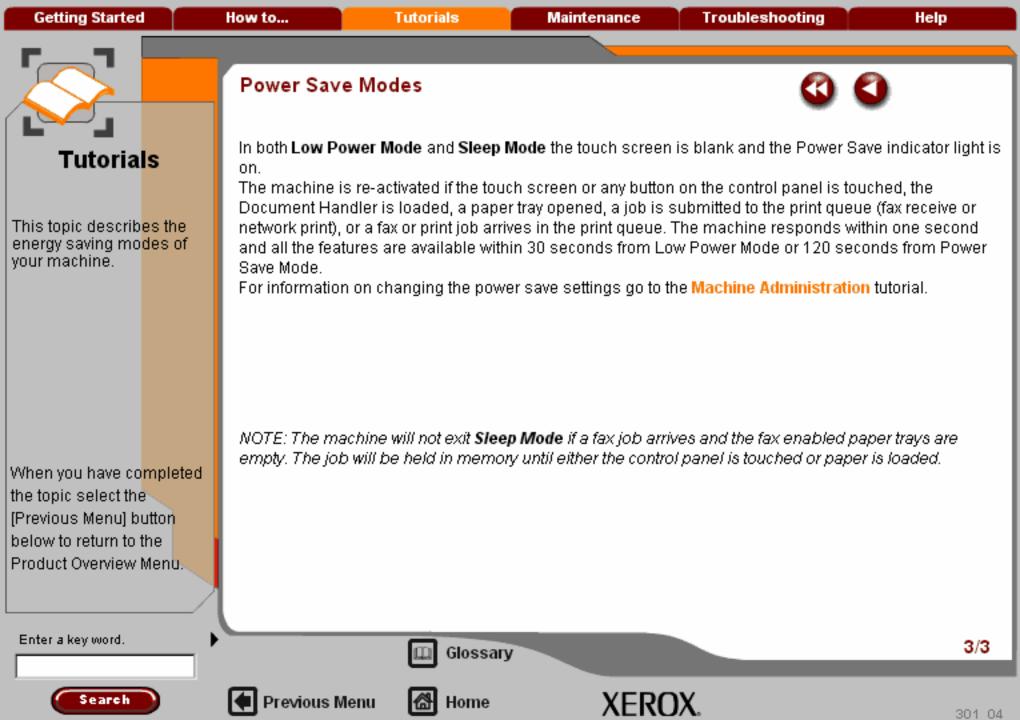


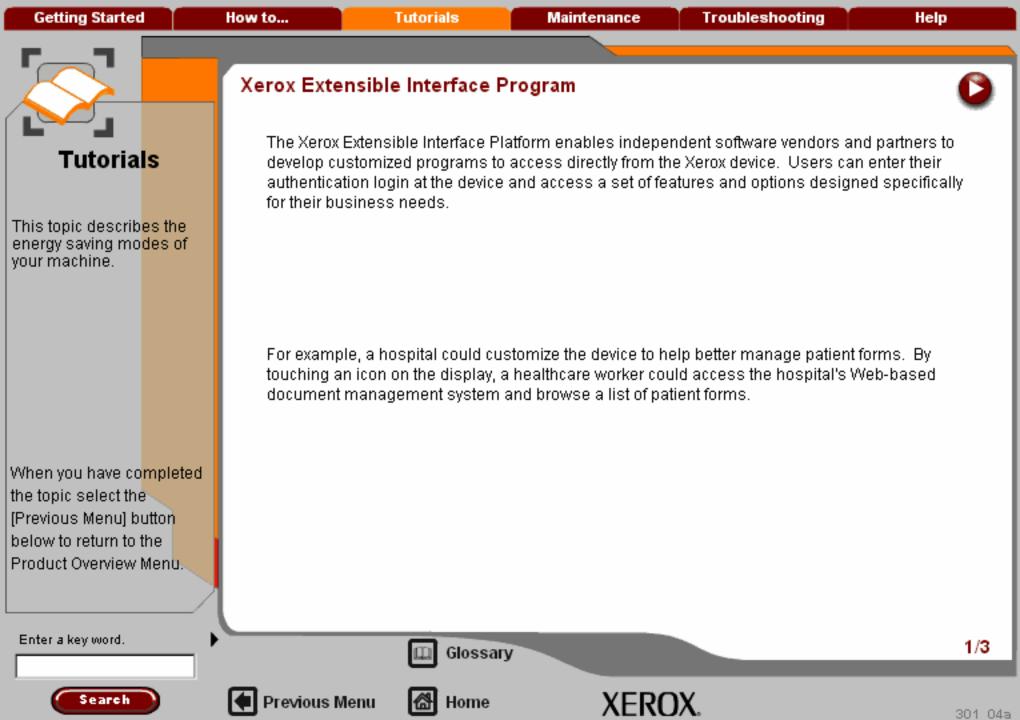
Enter a key word.

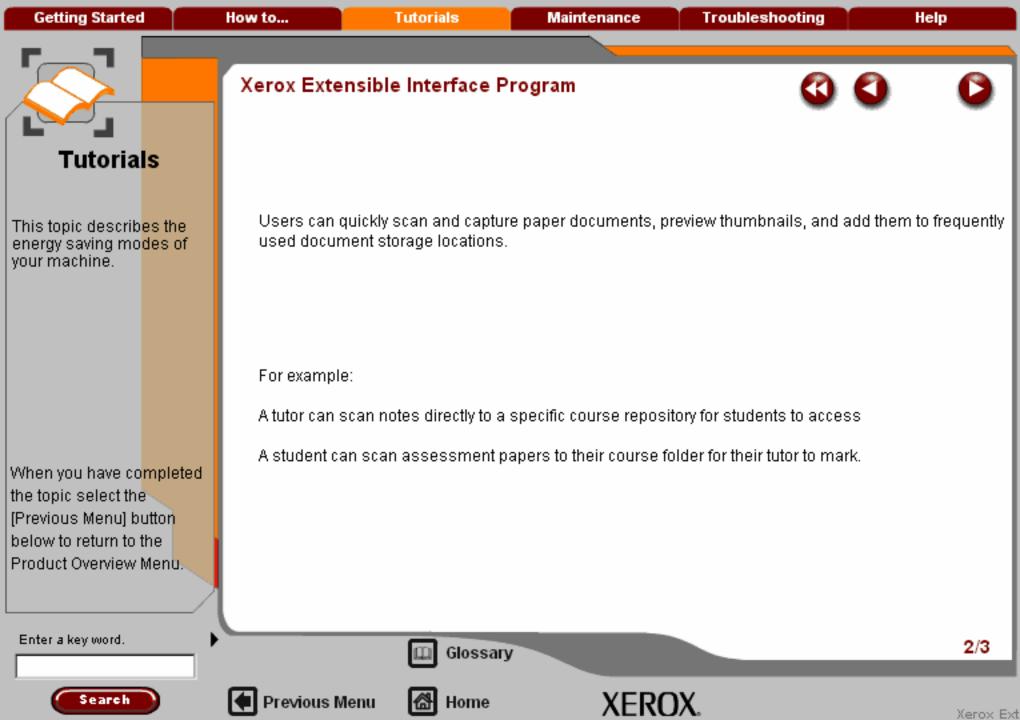


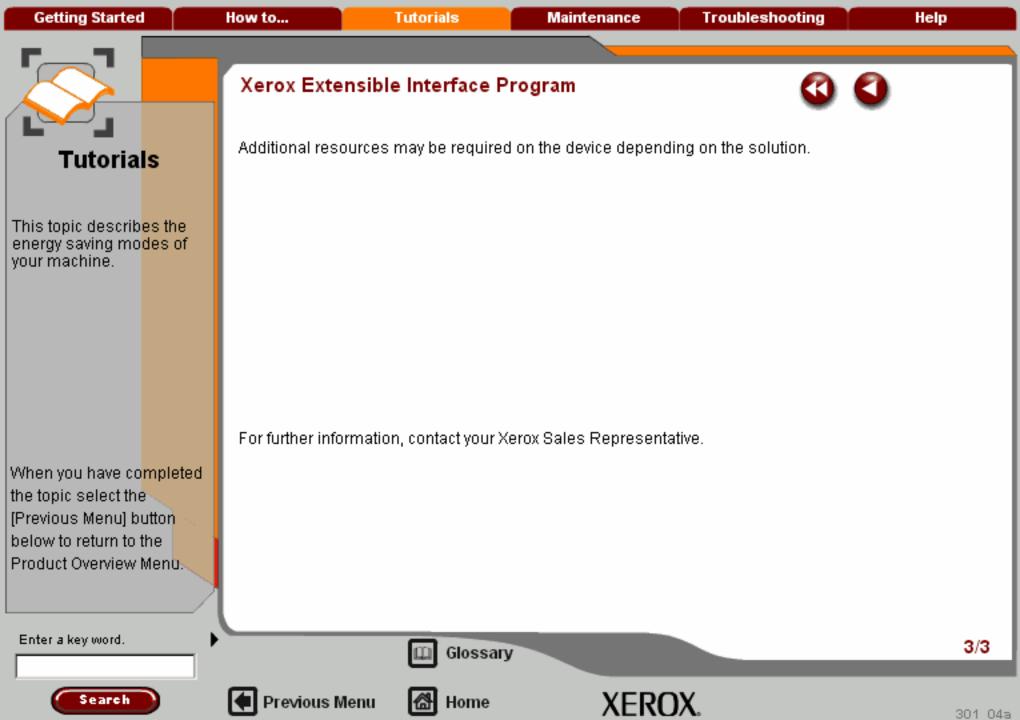


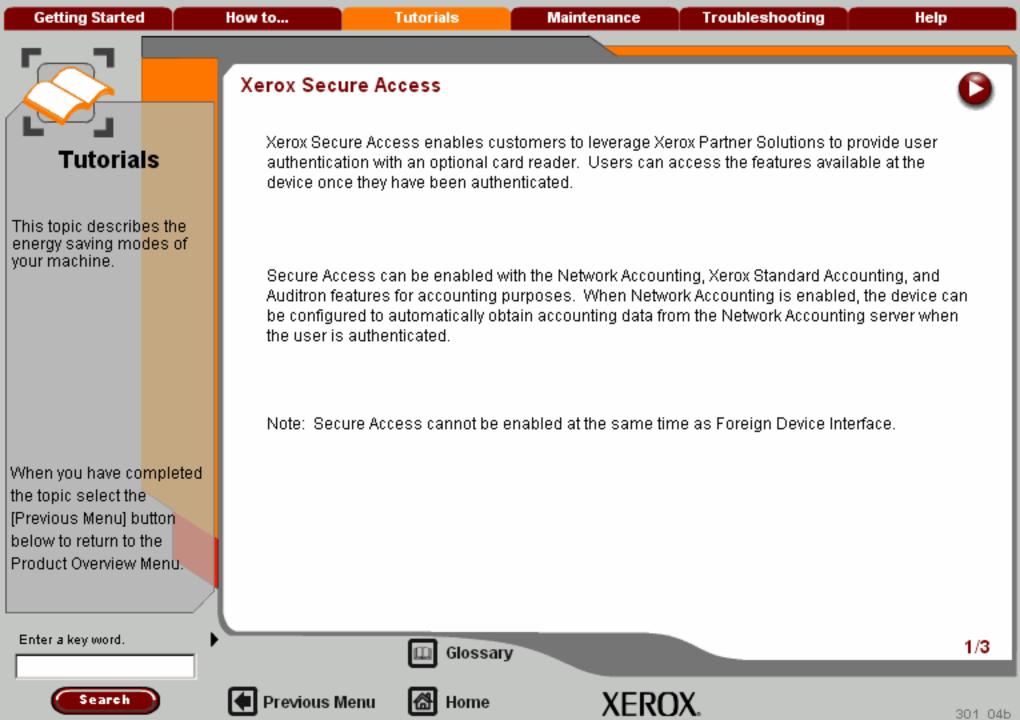


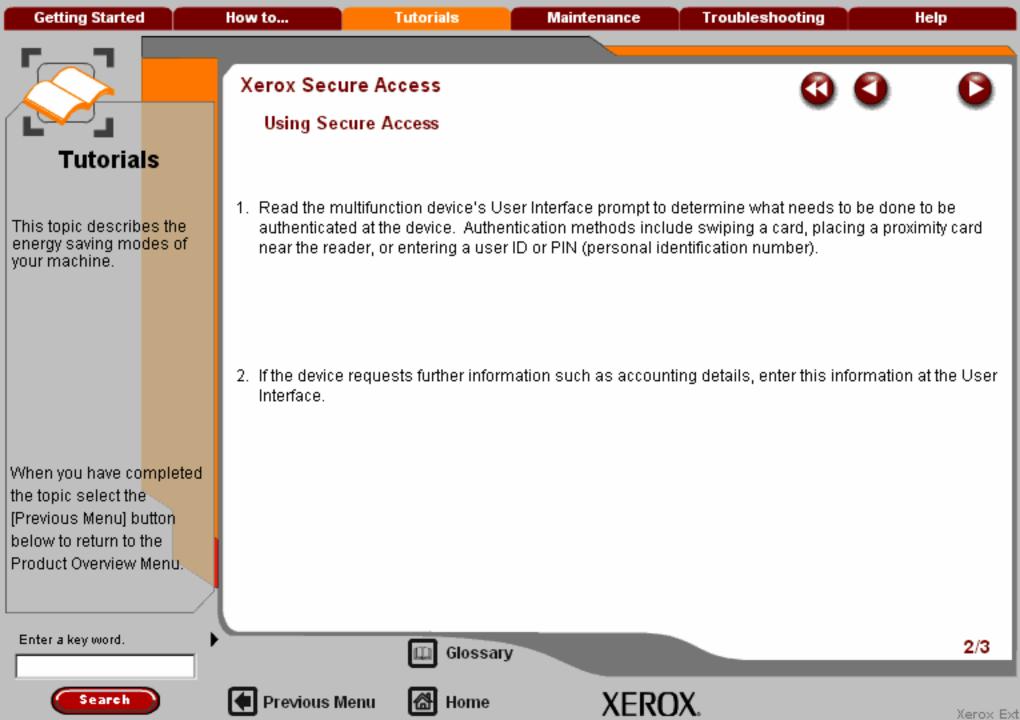


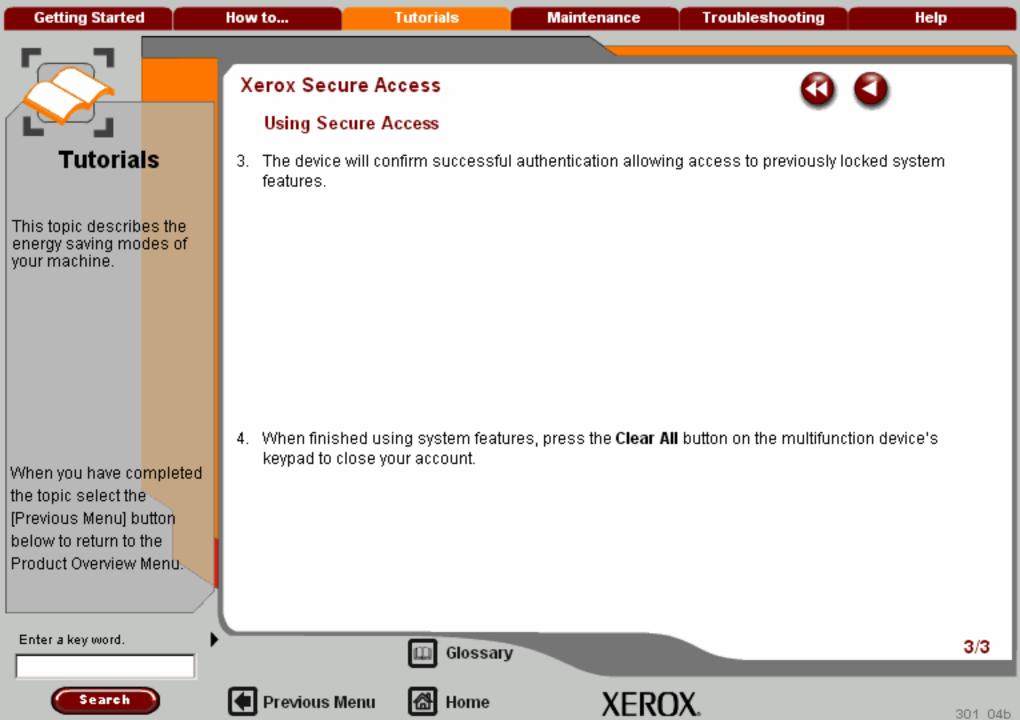














Help



Getting Started How to... Tutorials Maintenance Troubleshooting Help



Сору

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

Simple Copying

Loading Documents >>>

Sides Imaged

Reduce/Enlarge

Layout Adjustment >>>

Output formats >>>

Job Assembly >>>

🤯 Image Quality >>>

Output Color







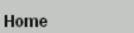


When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.









of the machine. Position the guides to just touch the edge of the documents.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.













Enter a key word.

Copy Menu.

the topic select the

[Previous Menu] button below to return to the

When you have completed



Previous Menu









Clear All button



These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Simple copying





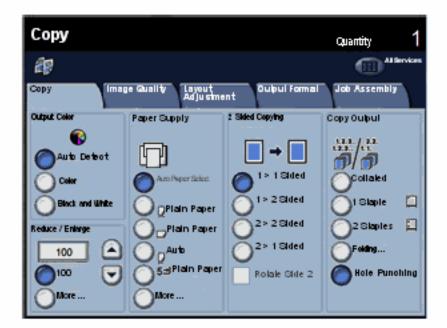


3. Select the Features

The features available on the Copy screen are the ones used most often. They allow you to program the standard features for a copy job.

On touching the button for the required feature, the button changes to blue. If a More... button is selected additional options for that feature become available.

Move your cursor over the features for an explanation of each option.



Enter a key word.



Glossary



Home





These modules describe all the copy features of the machine.

Simple copying





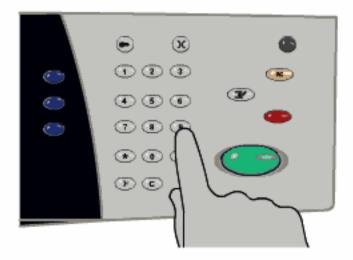




4. Enter the Quantity

On your machine the maximum copy quantity is 999. Use the numeric keypad to enter the number of copies. The number entered is displayed in the top right hand corner of the touch screen.

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



the topic select the [Previous Menu] button below to return to the Copy Menu.

When you have completed

Enter a key word.

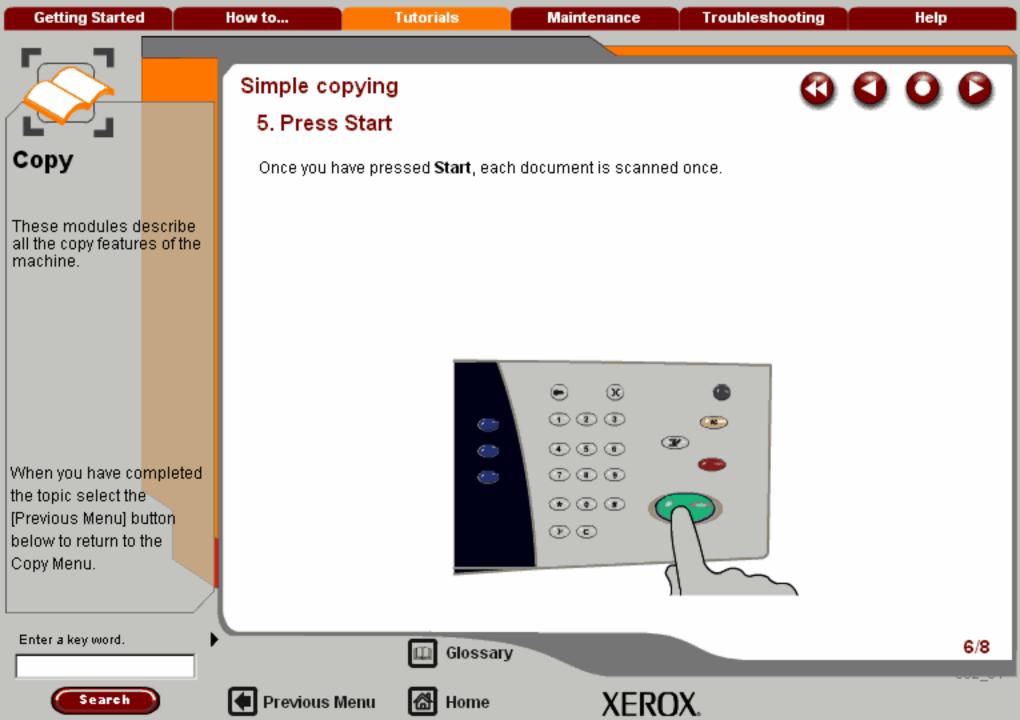














These modules describe all the copy features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Simple copying



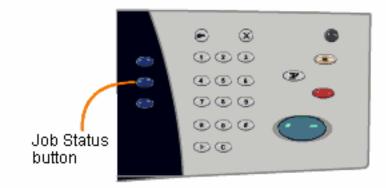




6. Identify your job in the Print Queue.

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed as a **Copy** job. If there are no jobs in the queue your job may have already been processed.





Enter a key word.















Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Сору

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple Copying



💹 Loading Documents >>> > > > > > > > >

Sides Imaged

Reduce/Enlarge

Layout Adjustment >>>

Output formats >>>

Job Assembly >>>



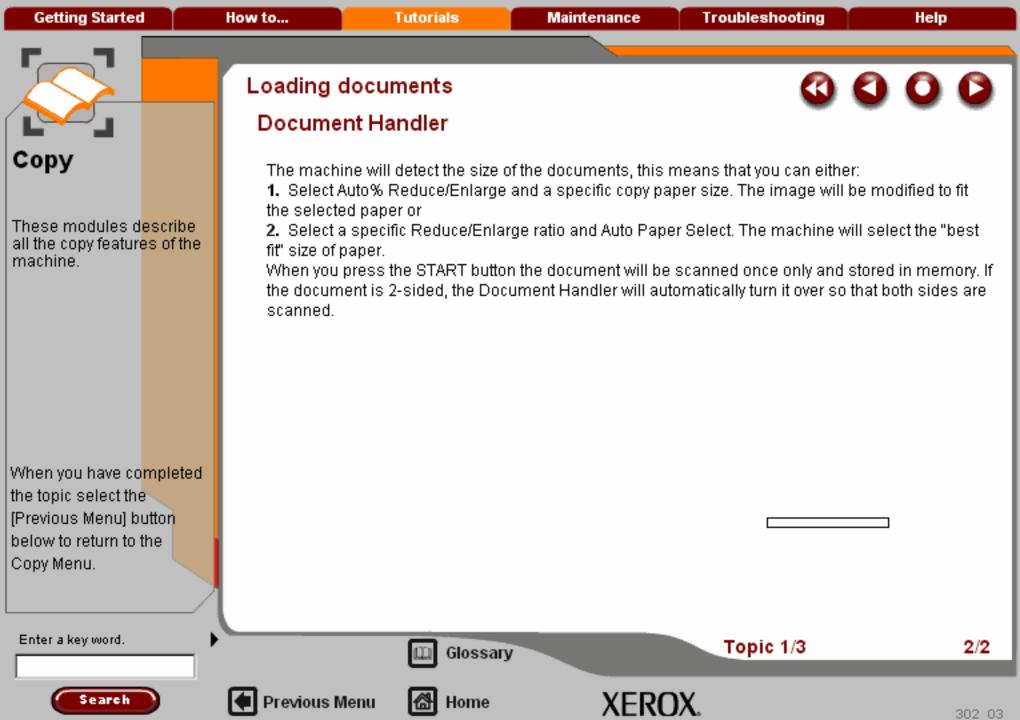
Output Color









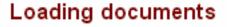




When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

Enter a key word.



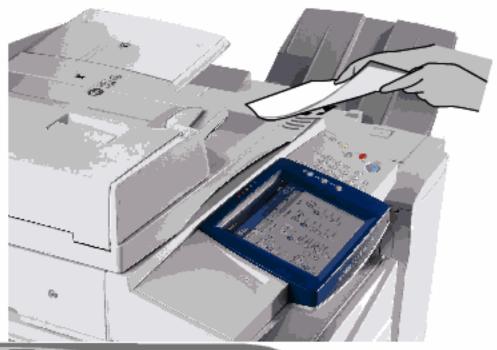






Document Handler - Mixed size originals

The Document Handler can even feed documents containing different size pages. However, the pages must be the same width, like the 8.5" x 11" and 11" x 17" documents shown. You can either copy them onto one size of paper or you can copy them onto the same mixed size paper as the document.

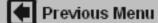
























These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

Enter a key word.







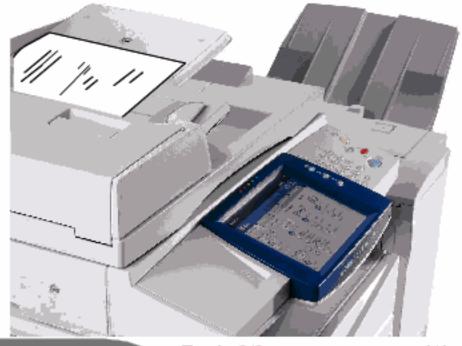


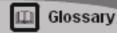


Document Handler - Mixed size originals

The machine will detect the size of the documents, this means that you can either:

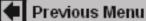
- 1. Select Auto% Reduce/Enlarge and a specific copy paper size and the image will be modified to fit the selected paper or
- Select the 100% Reduce/Enlarge ratio and Auto Paper Select and the machine will automatically make copies that are the same size as the originals.





Topic 2/3











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Loading documents





Document glass

The document glass can be used to copy most documents but is most frequently used for the more unusual document. Some examples are: bound or stapled documents, any size up to A3 / 11"x17", heavyweight or lightweight, very shiny, glossy, damaged, torn or crumpled documents.



Enter a key word.



Glossary















When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Loading documents









Document glass

With the exception of bound originals, simply place the document face down on the document glass and register it to the left rear corner. Close the document handler.

There are numerous options for copying bound originals that are described in the Book Copying section later in this module.





Glossary

Topic 3/3













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Loading documents



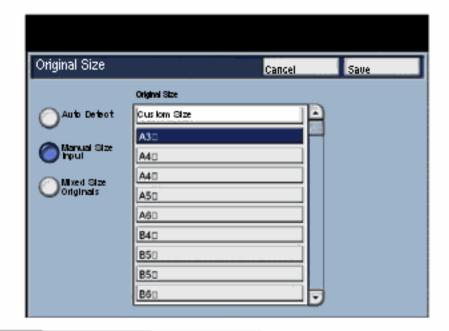




Document glass

The machine can detect the size of the document if it is a standard size. If the document is not a standard size the machine will not know what size it is. This does not matter if you select a specific reduction/enlargement and also select a specific paper tray. However, you can tell the machine the size of the document if you want to use the Auto features.

To input the size of the document select the **Layout Adjustment** tab, the **Original Size** button and the **Manual Size Input** button.



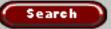
Enter a key word.



Glossary

Topic 3/3

3/3

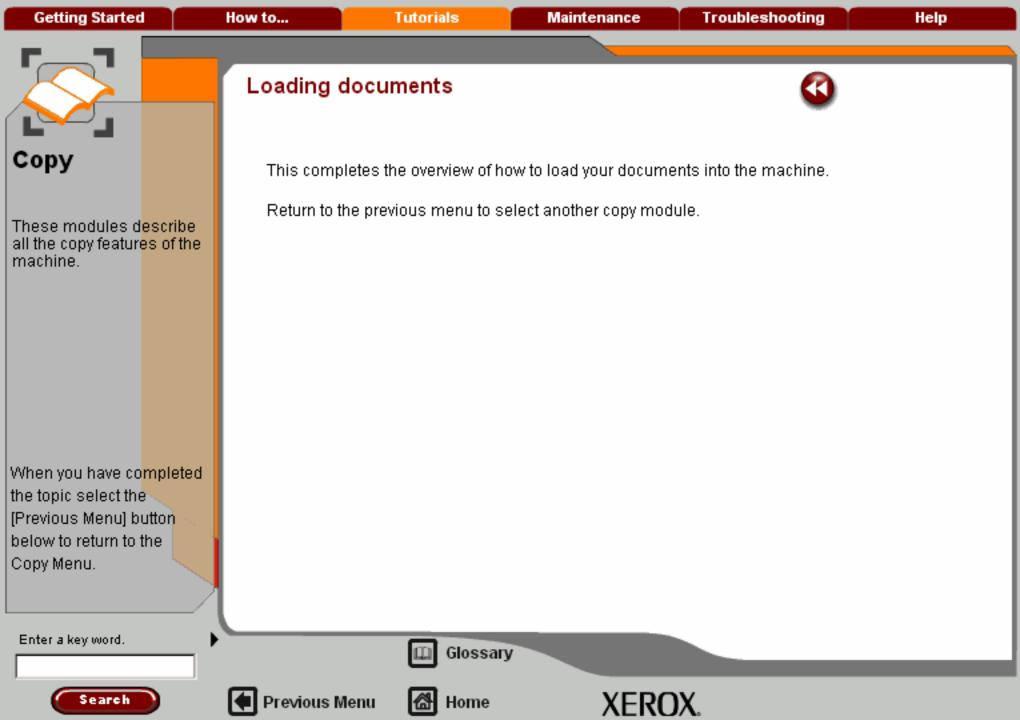






Home







The machine provides options to make one or two-sided copies from one or two-sided originals using either the Document Handler or the document glass. The two-sided option enables you to select your output in book or calendar orientation.

In this tutorial you will learn how to select the appropriate sides imaged option.



When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

These modules d<mark>escribe</mark> all the copy features of the

machine.

Enter a key word.



Glossary







These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Sides imaged

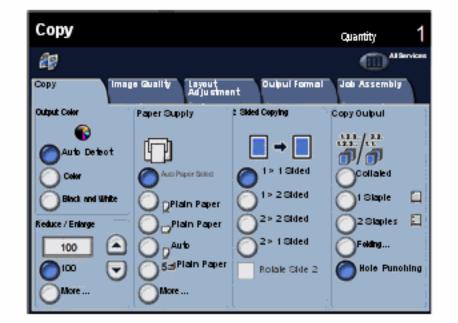




Basic 2-sided options

The most common selections are displayed in the 2-sided copy panel on the basic features screen.

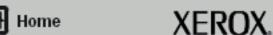
Roll the cursor over each 2-Sided Copy button for a brief description of each setting.

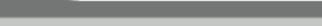


Enter a key word.



Glossary

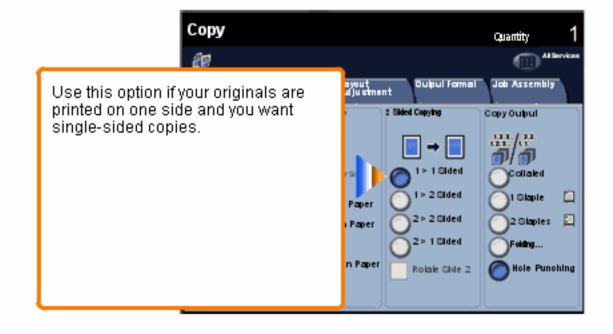






screen. These modules describe

Roll the cursor over each 2-Sided Copy button for a brief description of each setting.



When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

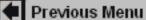
Search

all the copy features of the

machine.

Enter a key word.







Home

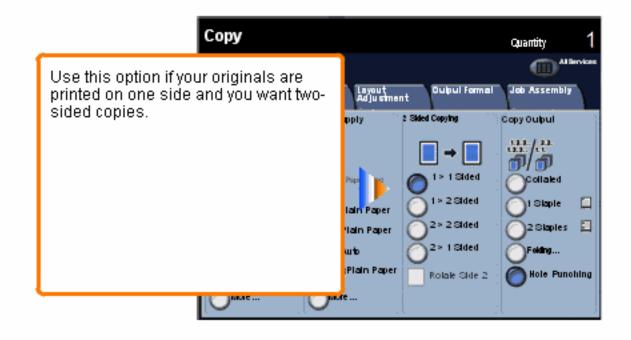




These modules describe all the copy features of the

machine.

Roll the cursor over each 2-Sided Copy button for a brief description of each setting.



When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

Enter a key word.



Previous Menu

screen.



Home

Glossary

XEROX.



Copy

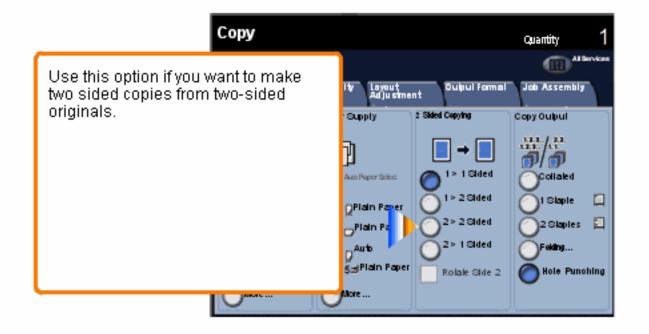
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

The most common selections are displayed in the 2-sided copy panel on the basic features screen.

Roll the cursor over each 2-Sided Copy button for a brief description of each setting.



Enter a key word.



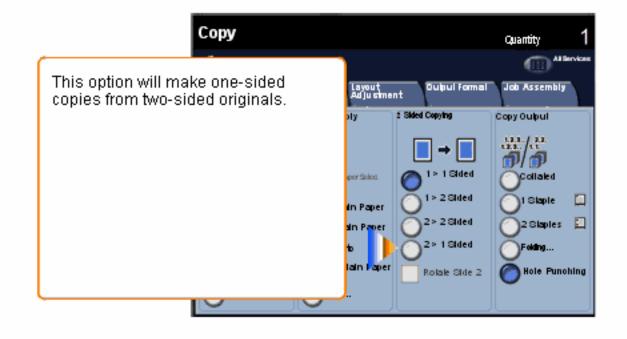






screen.

Roll the cursor over each 2-Sided Copy button for a brief description of each setting.



When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

These modules describe

all the copy features of the

machine.

Enter a key word.



Previous Menu



Home





When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Sides imaged

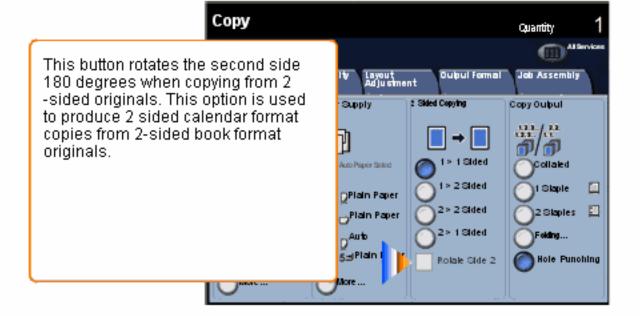




Basic 2-sided options

The most common selections are displayed in the 2-sided copy panel on the basic features screen.

Roll the cursor over each 2-Sided Copy button for a brief description of each setting.



Enter a key word.



Glossary







When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Reduction and enlargement



The reduce/enlarge feature provides a variety of reduction and enlargement options to adjust the size of the output image.

Originals placed on the document glass can be enlarged or reduced by between 400% and 25%. Documents fed through the Document Handler can be enlarged or reduced by between 200% and 25%.

Various automatic and pre-set selections are available to help you choose the most common reductions or enlargements, while a custom setting enables you to select the ratio that suits your requirements.

In this tutorial you will learn how to:

- 1. Access the most commonly used reduction and enlargement selections
- 2. Customise the reduction and enlargement ratios to suit non-standard jobs

Enter a key word.



Glossary



Previous Menu

Home





When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Reduction and enlargement



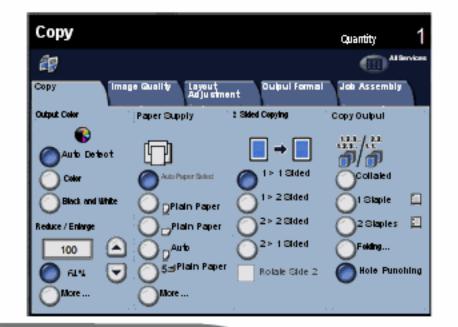


Basic Reduce/Enlarge buttons

The most common selections are displayed in the Reduce/Enlarge panel on the general settings tab.

Roll the cursor over each Reduce/Enlarge button for a brief description of each setting.

Select the MORE button to move on.

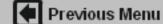


Enter a key word.





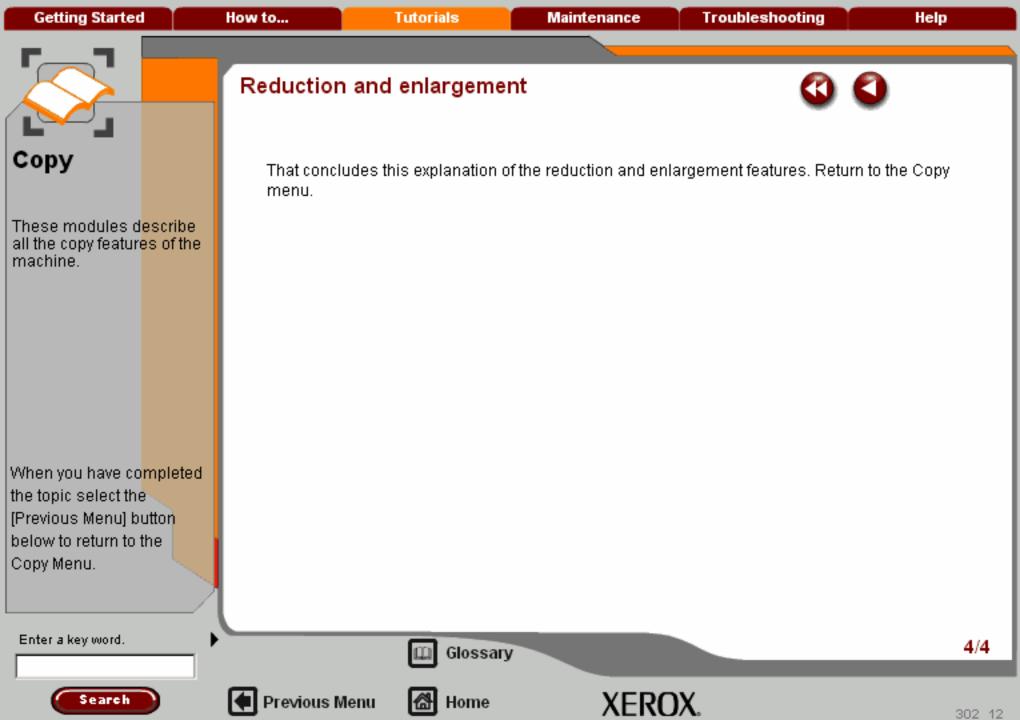












Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Сору

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.





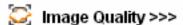


Reduce/Enlarge

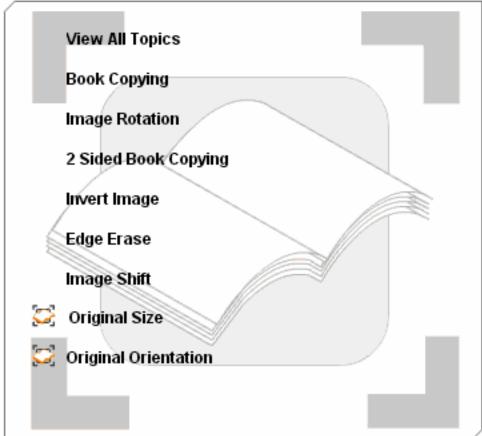


Output formats >>>

Job Assembly >>>



Output Color











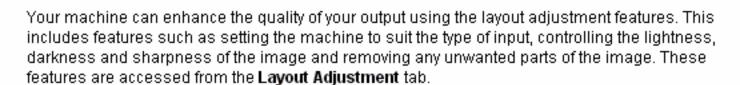
These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

Enter a key word.

Layout adjustment



Select the Layout Adjustment tab.





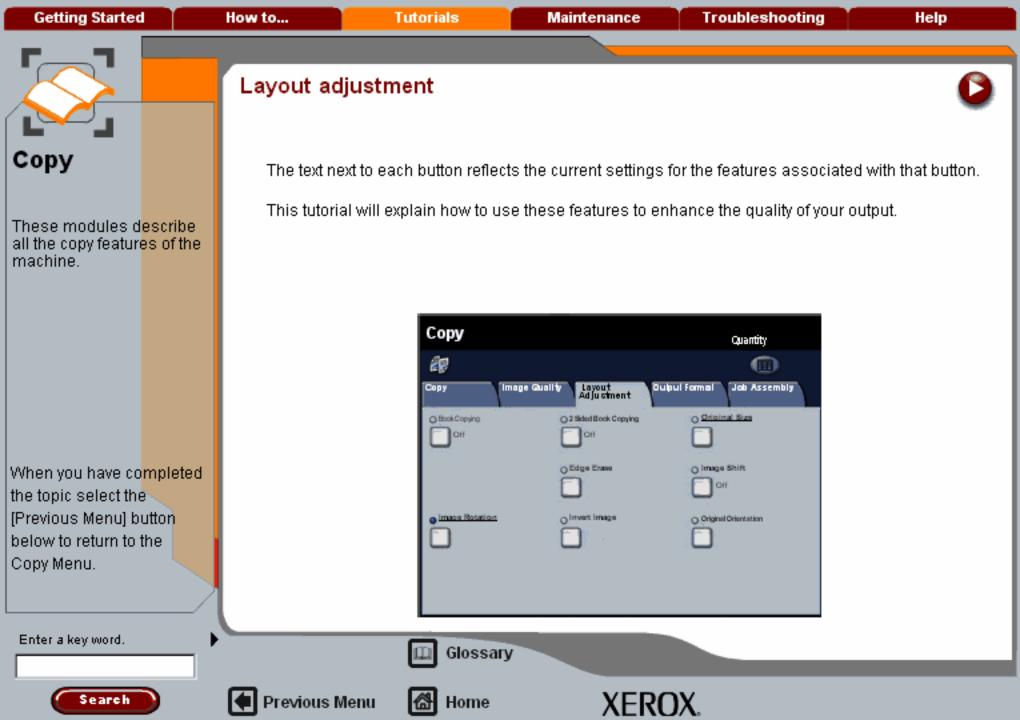
Glossary













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment



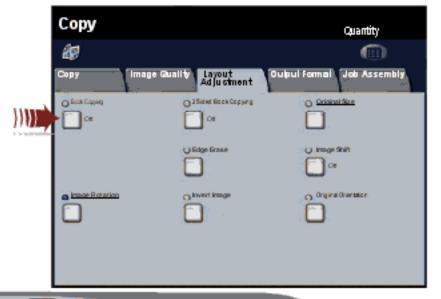


Book Copying

Bound originals can be placed on the document glass to make single-sided or two-sided copies. The bound original is placed face down with the spine of the book lined up with the marker on the rear edge of the glass. Align the top of the bound original against the rear edge of the document glass.

Do NOT close the document handler during the copying process if **Auto** % - Reduce \ Enlarge is selected.

Various options are available when copying from bound originals.



Enter a key word.



Glossary

Topic 1/8

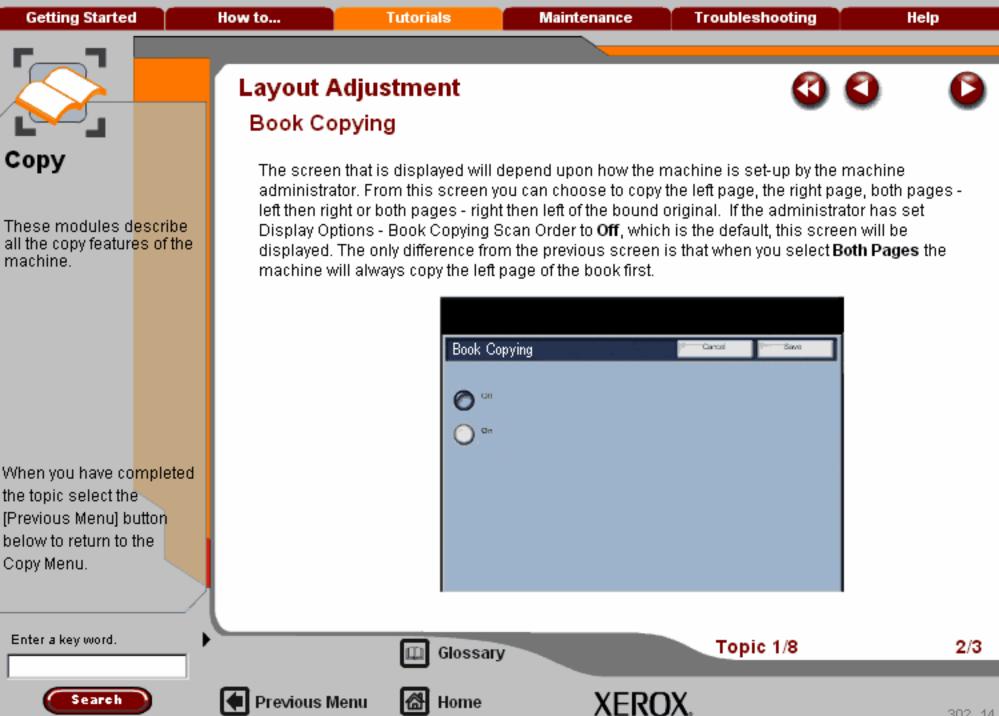














When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment







Book Copying

When you select one of the bound original options, the Binding Erase option appears. It enables you to delete the shadow from your copies that is caused by the centre binding. You can erase up to 1.0" in 0.1" increments from each page. When you have made your selections apply a light pressure to the spine of the document and press the START button. In the book copying mode the machine will identify the size of the original during scanning. Select the **Layout Adjustment** tab, the **Original Size** button and the **Manual Size Input** button to enter another size.



Enter a key word.



Glossary

Topic 1/8













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment



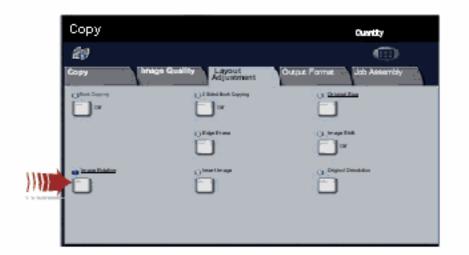


Image Rotation

This feature enables the use of the Auto% reduction or enlargement and Auto paper selections for both print and copy. In so doing it also enables the automatic rotation of the image to fit the required paper size even if the paper is a different orientation to the original.

When the Auto% feature is **On** the user will be able to automatically reduce or enlarge the image of the original onto a specified size of paper. Similarly, when the Auto Paper feature is **On** the machine will automatically select paper from a tray that will produce the "best fit".

The default setting is on for both features.



Enter a key word.



Glossary

Topic 2/8













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Layout Adjustment





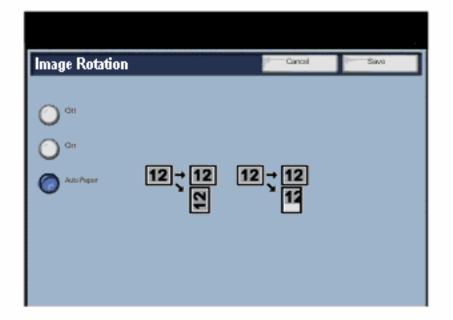


Image Rotation

In addition to the basic functions, when both these features are On, the machine will:

- Automatically rotate images when using the Booklet Creation feature.
- Enable the 2-sided with side 2 rotated feature for calendar format output
- In all situations the machine will select the appropriate size of paper irrespective of orientation

This completes the Image Rotation Topic.



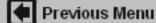


Glossary

Topic 2/8

2/2





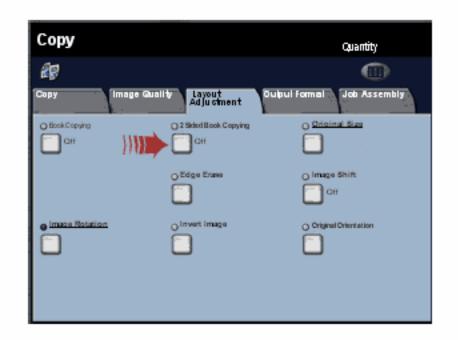






Once you select a 2 Sided Book Copying option other than **Off**, you can access the **Start Page and End Page** options.

When you have saved your selections, apply a light pressure to the spine of the document and press the **Start** button.



When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

These modules describe

all the copy features of the

Enter a key word.

Copy

machine.



Glossary



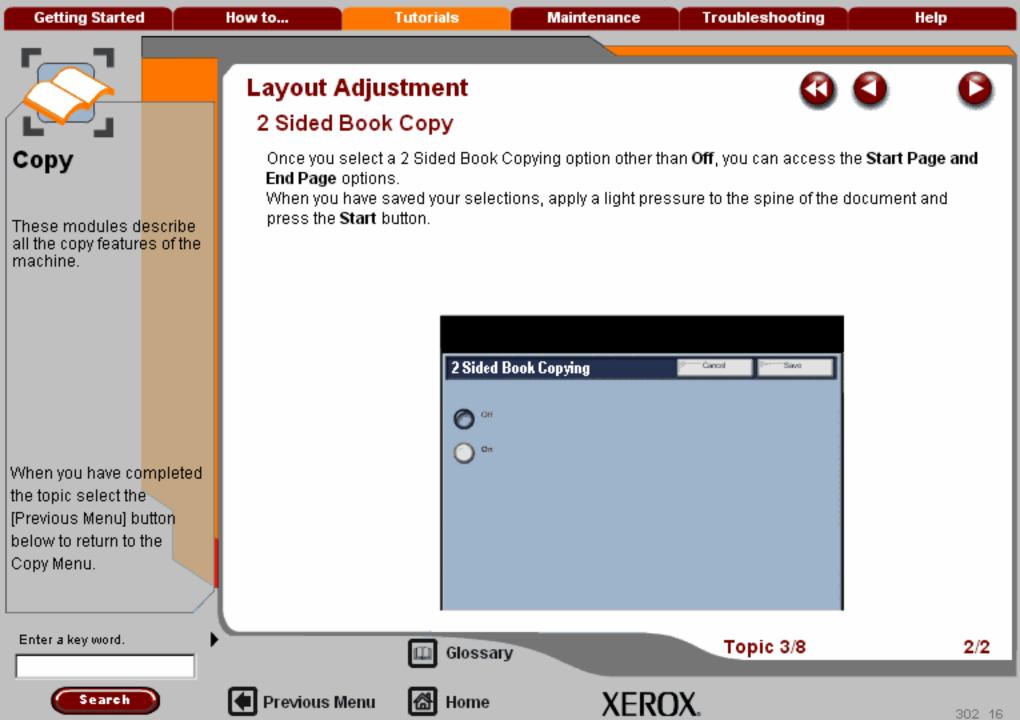
1/2













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment

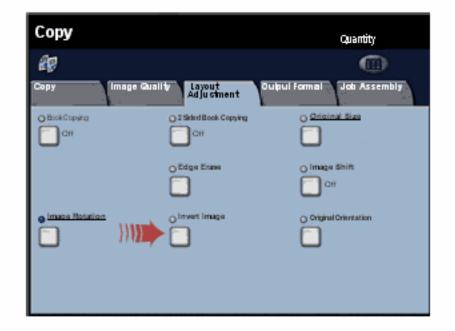




Invert Image

The Invert Image button on the Layout Adjustment tab allows you to switch on the features Mirror Image and Negative Image.

After you have switched Mirror Image and/or the Negative Image on, select **Save** so that you can program any other features you may require from the control panel.



Enter a key word.



Glossary

Topic 4/8

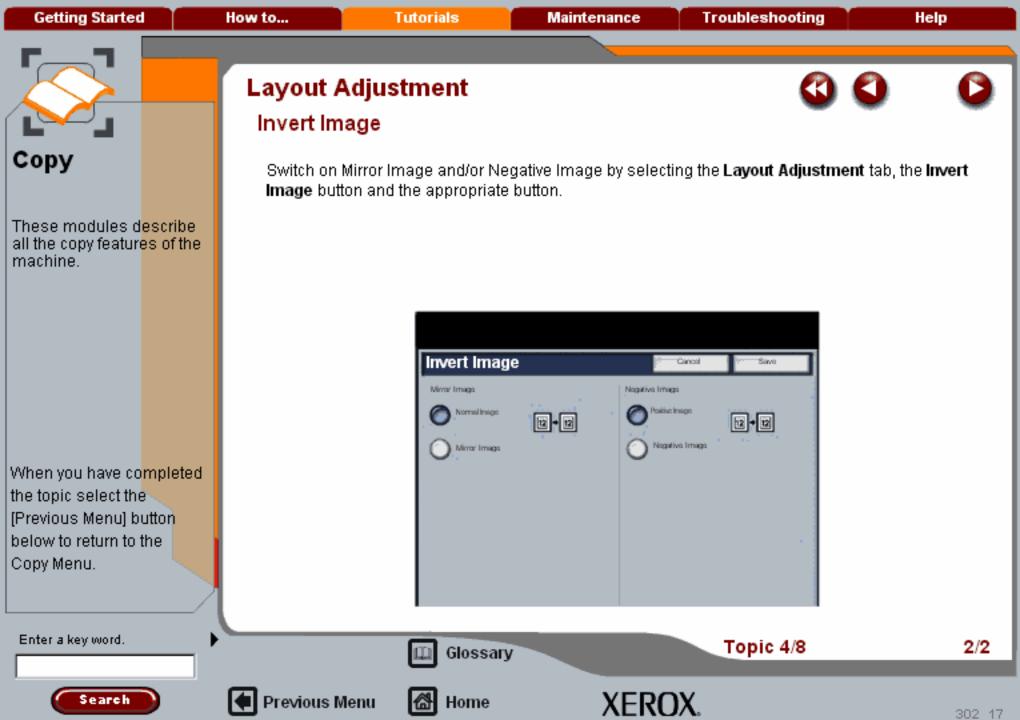
1/2













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment

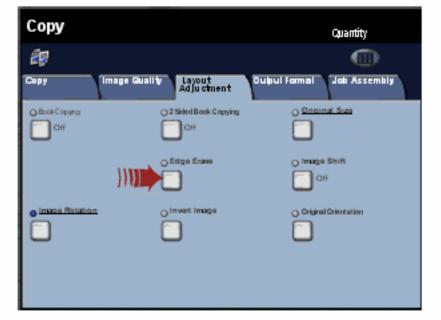




Edge Erase

Edge Erase allows you to adjust the amount of the image that is erased around the edges of your copies. For example you can remove the marks on your copies made by drilled holes or staples in your original. It is accessed from the **Layout Adjustment** tab.

Select the Edge Erase button.



Enter a key word.



Glossary









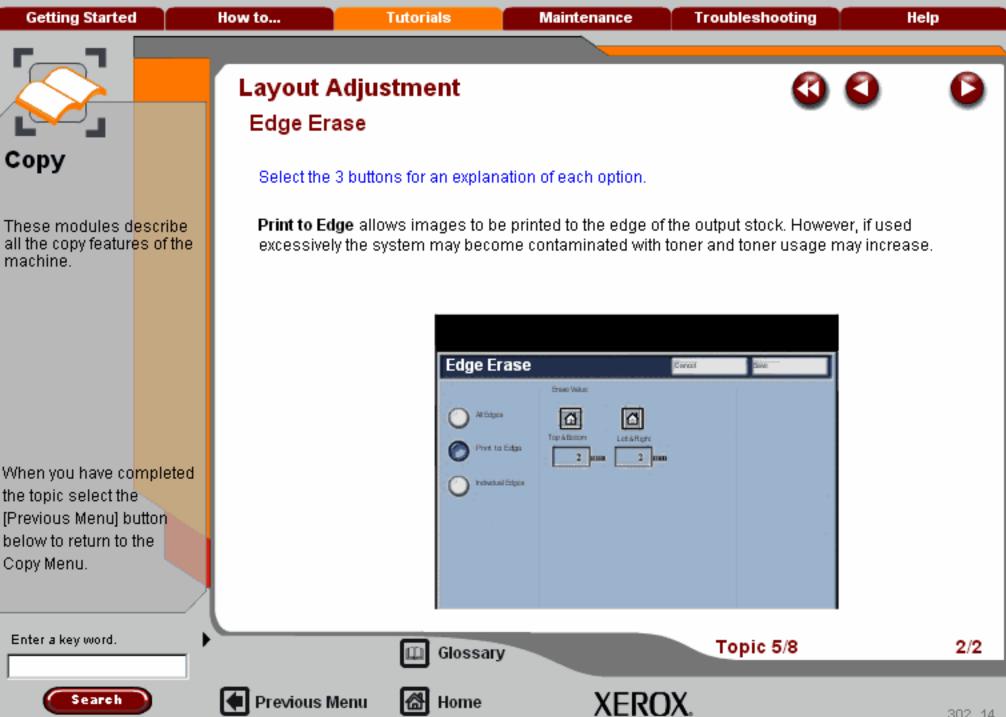


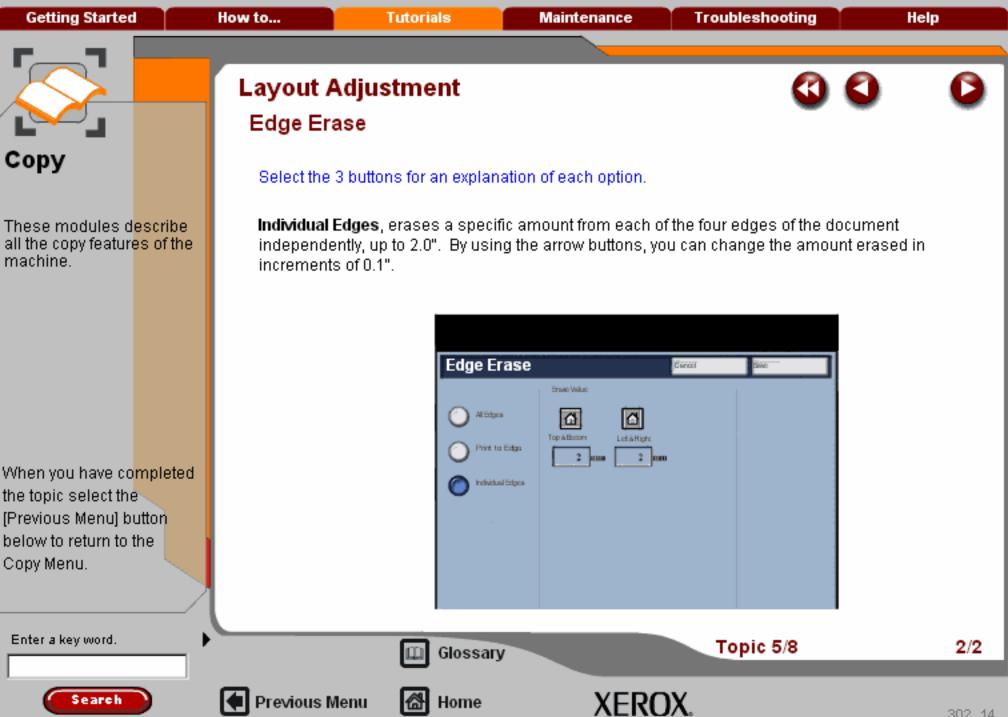


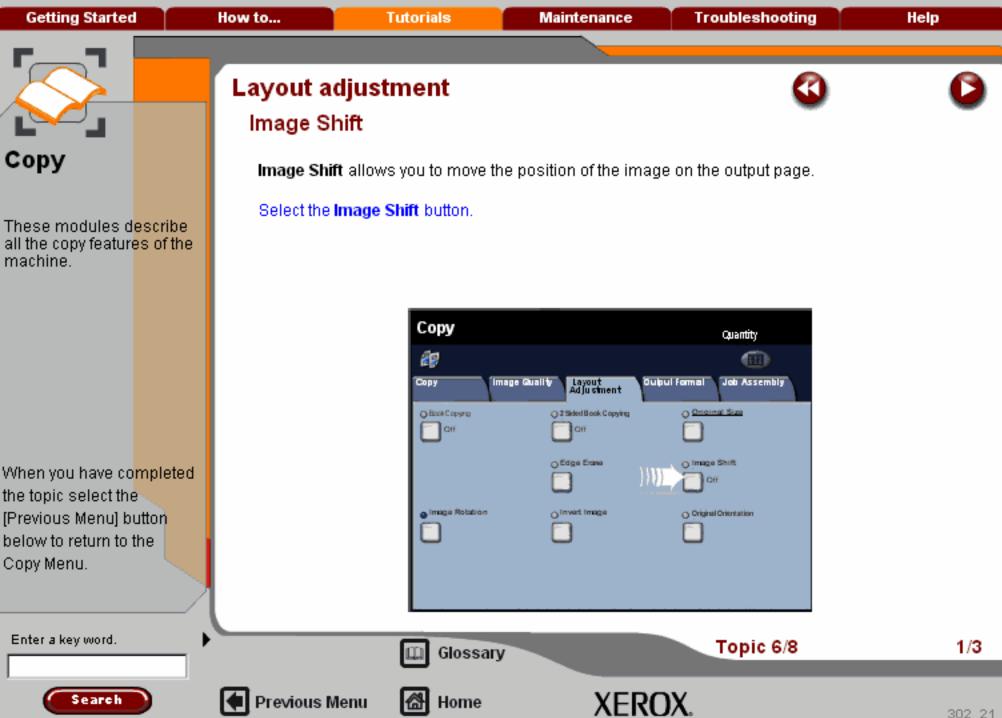










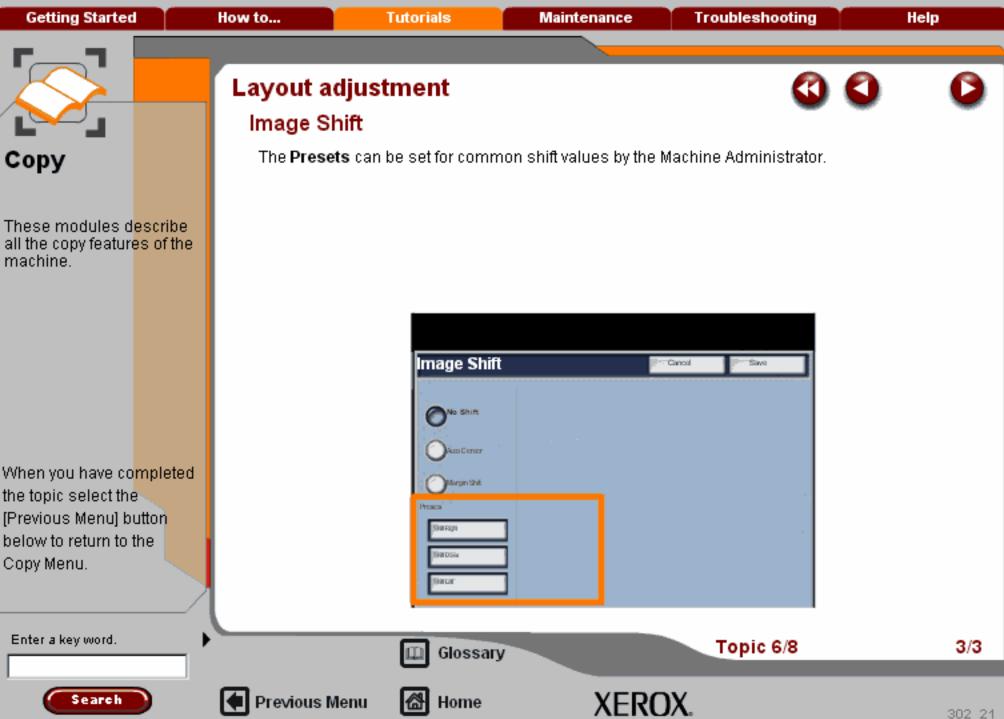














When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment

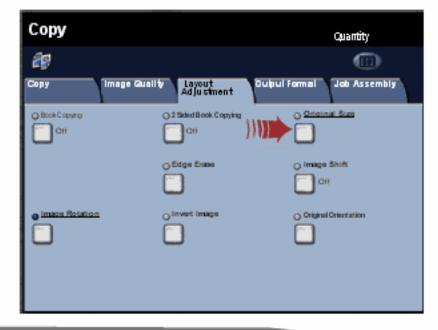




Original Size

Select Original Size to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



Enter a key word.



Glossary















When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Layout Adjustment



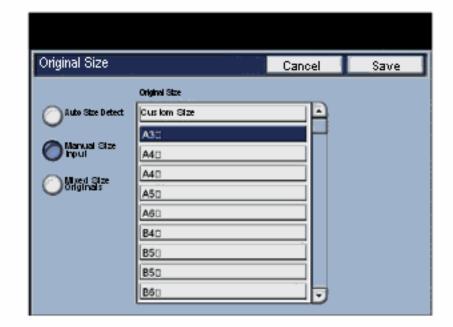




Original Size

If your machine does not show the **Mixed Size Originals** button, it is recommended that the originals used are of the same size. Using originals that are not of the same size may result in white space around the scan image of the smaller sized original.

If your originals are not of the same size, use the reduce \ enlarge copy feature to make a new set. Ensure that the new copied set of originals are all the same size. Alternatively the scanned image can be cropped using a graphics package or PDF editor software.



Enter a key word.



Glossary

Topic 7/8



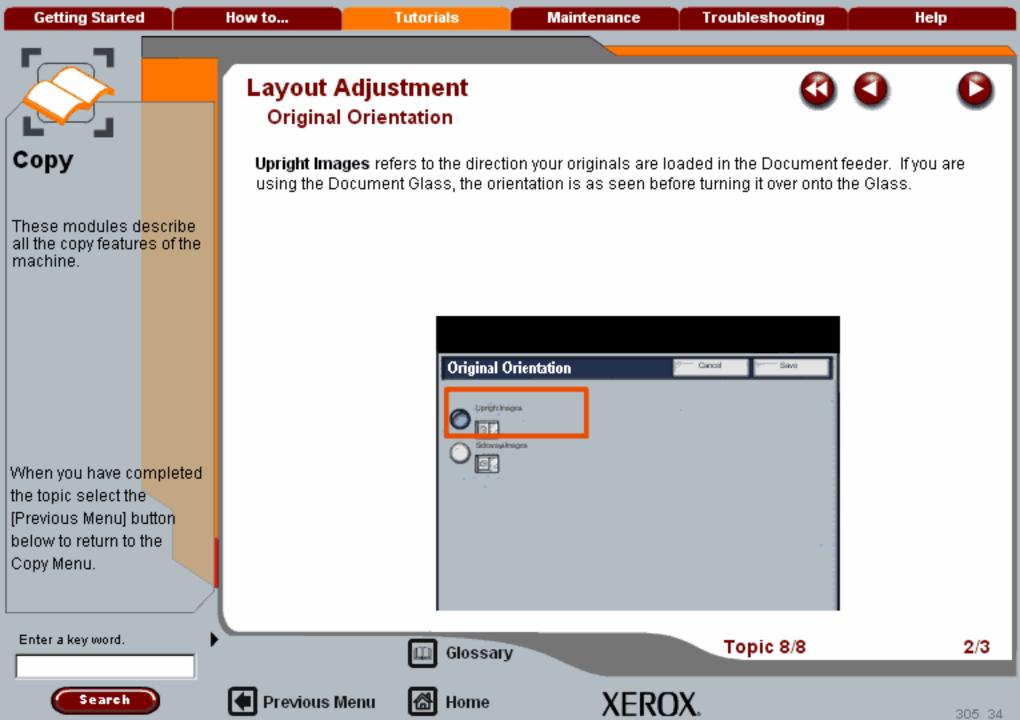




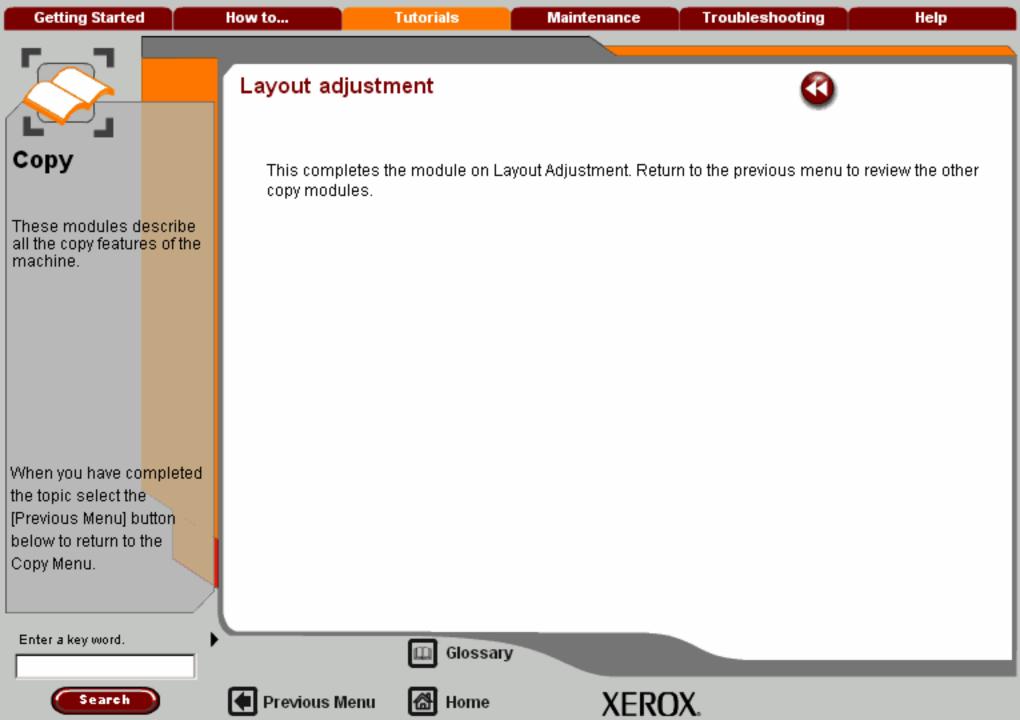












Getting Started How to... Tutorials Maintenance Troubleshooting Help



Сору

These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.







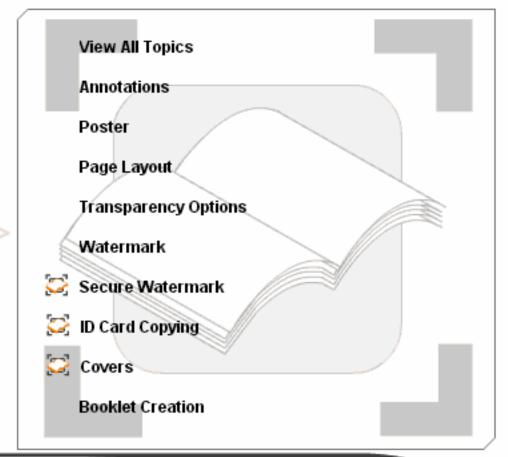
Reduce/Enlarge

🔀 Layout Adjustment >>>

Job Assembly >>>

🔯 Image Quality >>>

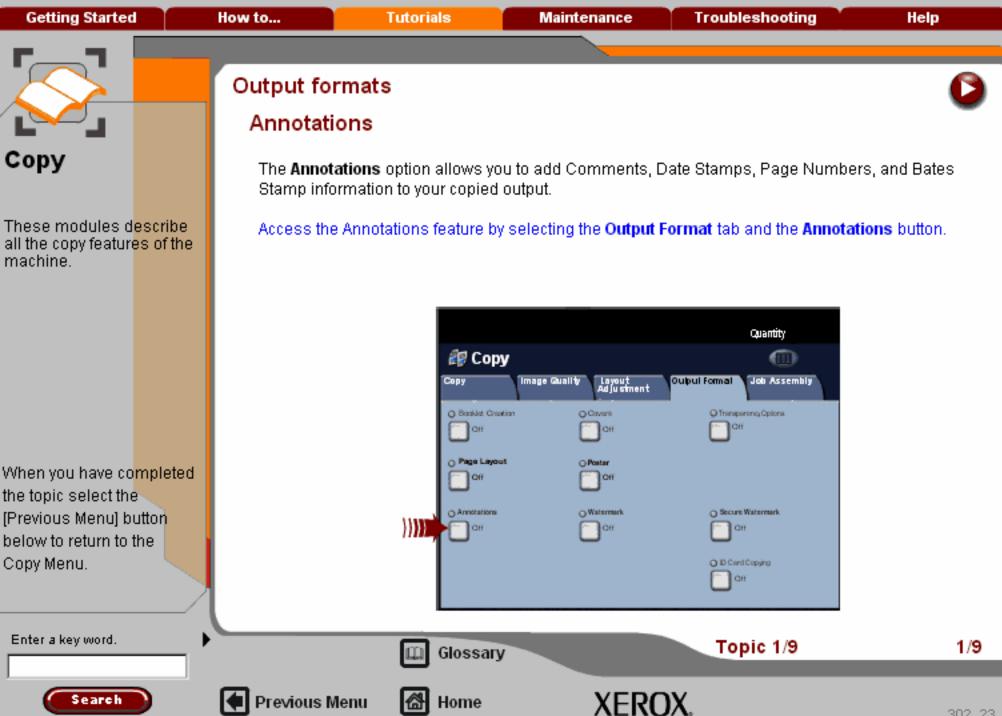
Output Color

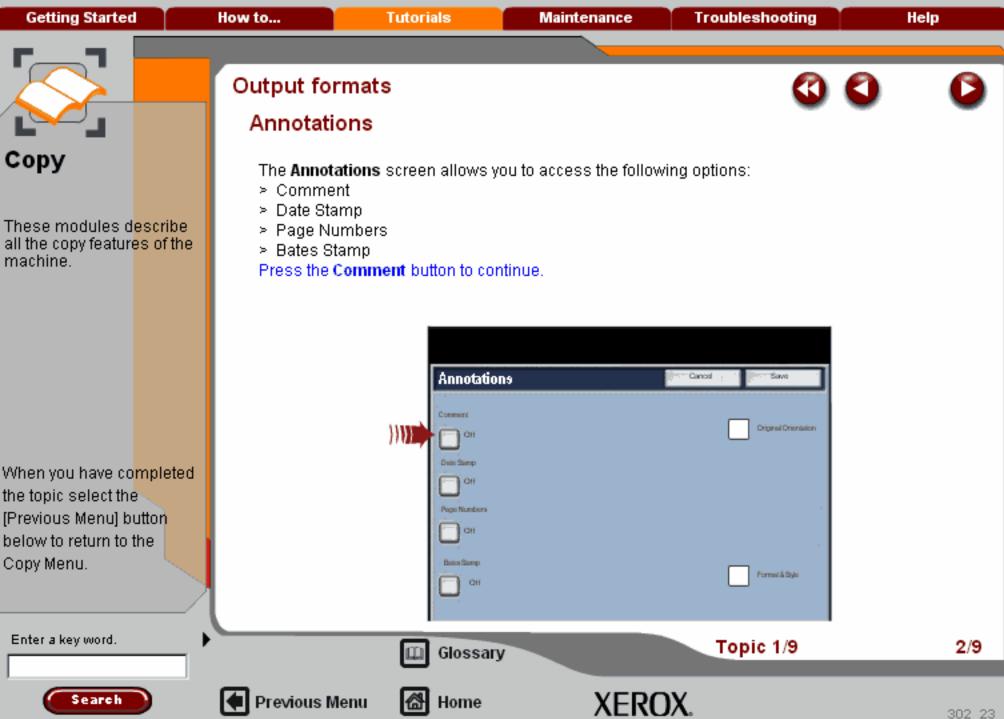


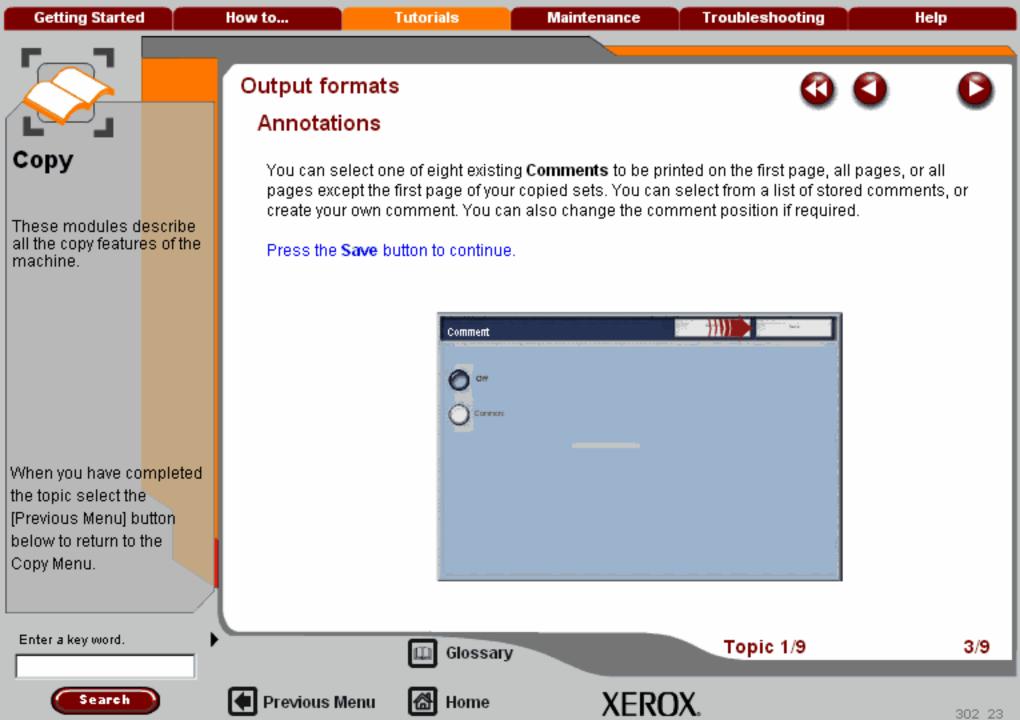


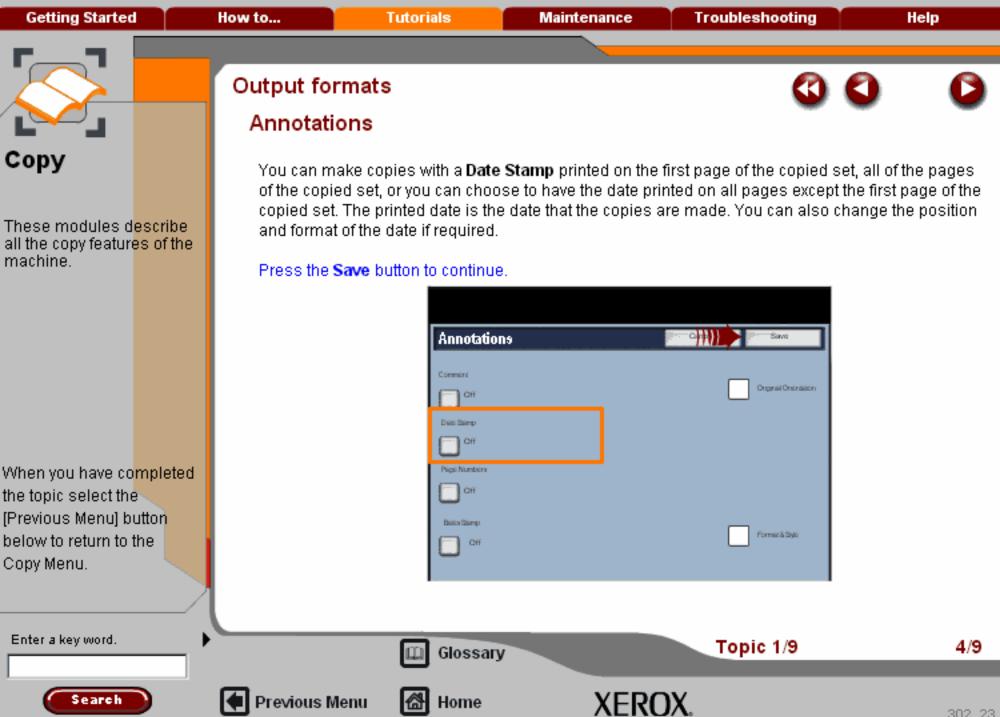


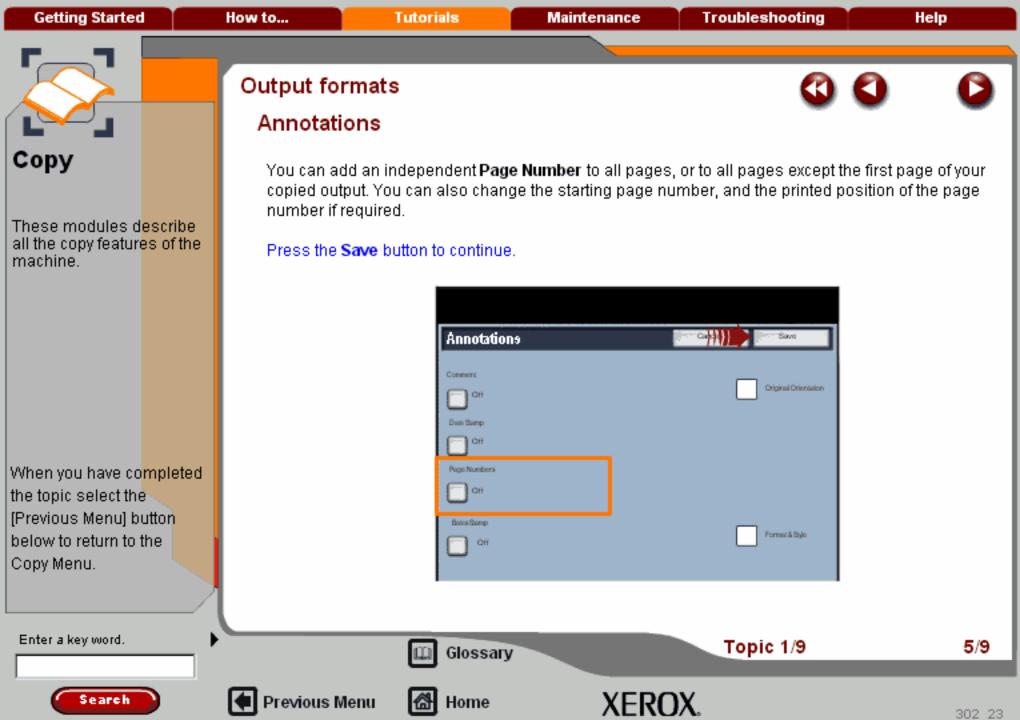




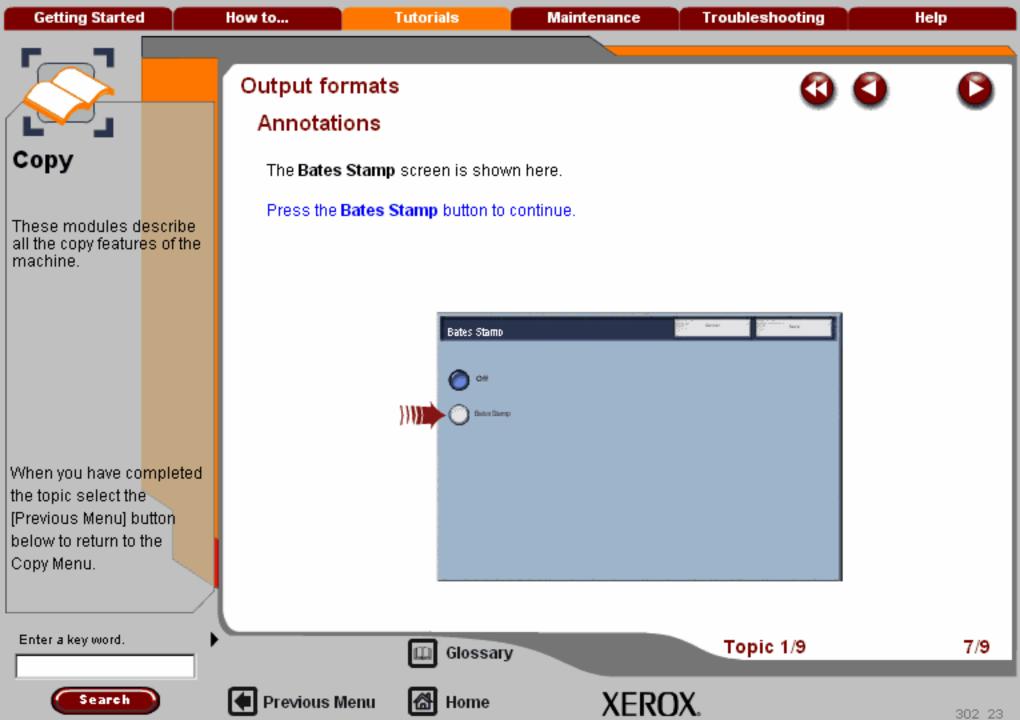


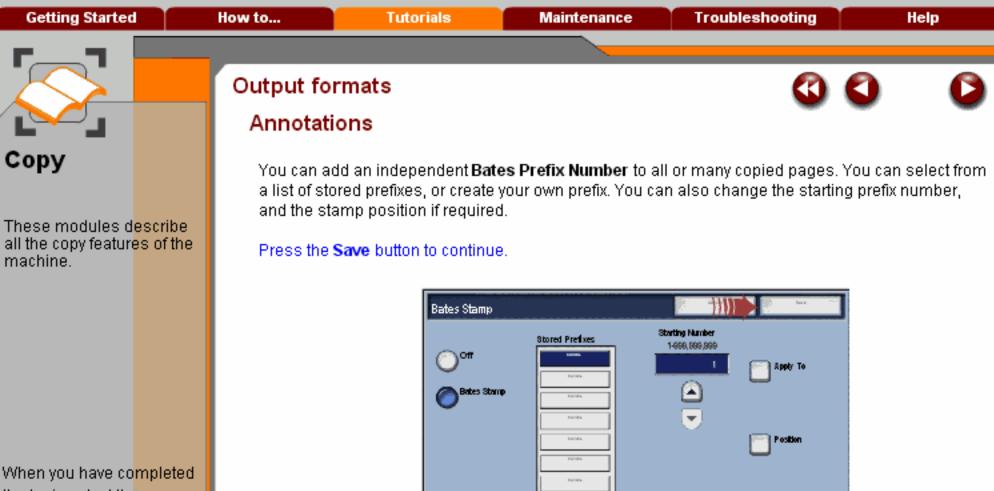








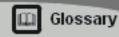




the topic select the [Previous Menu] button below to return to the Copy Menu.



Enter a key word.



Topic 1/9

8/9

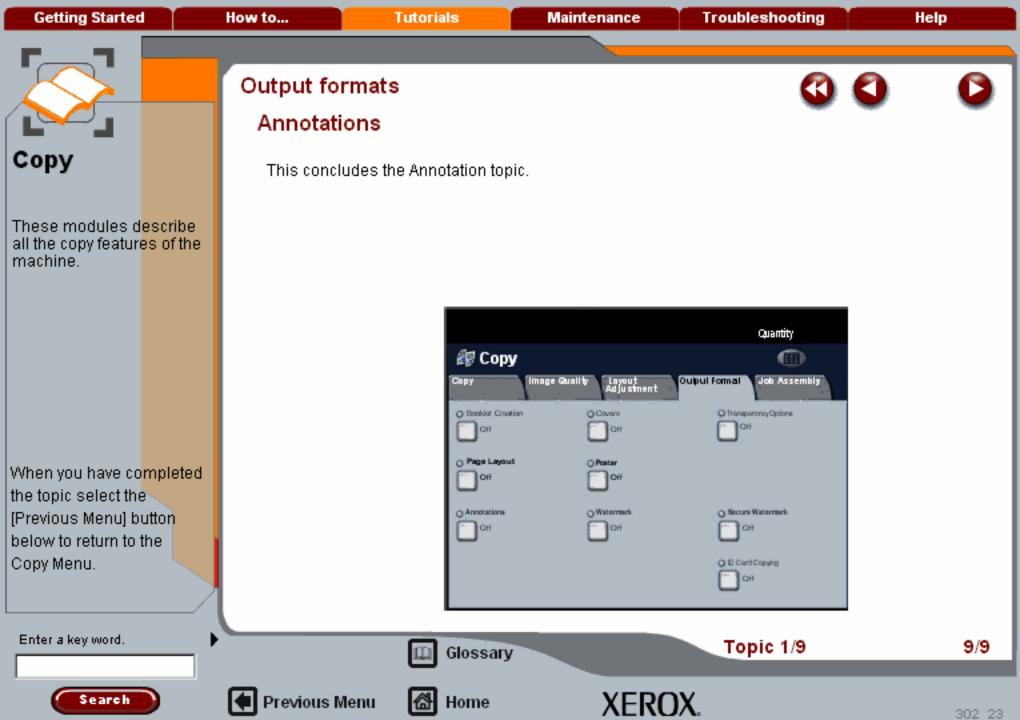


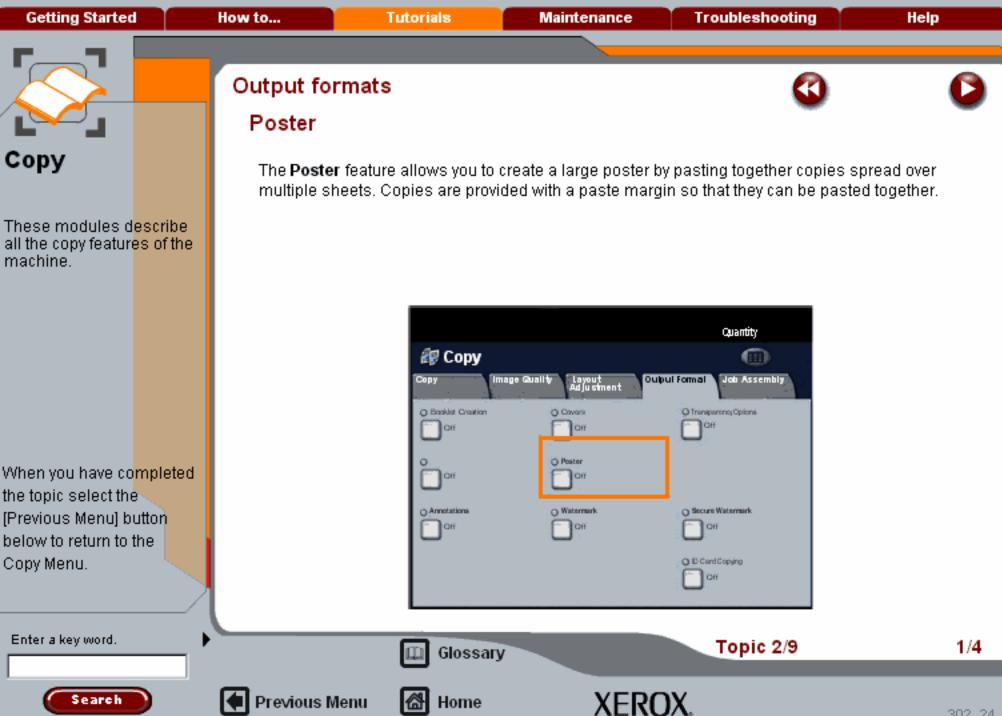


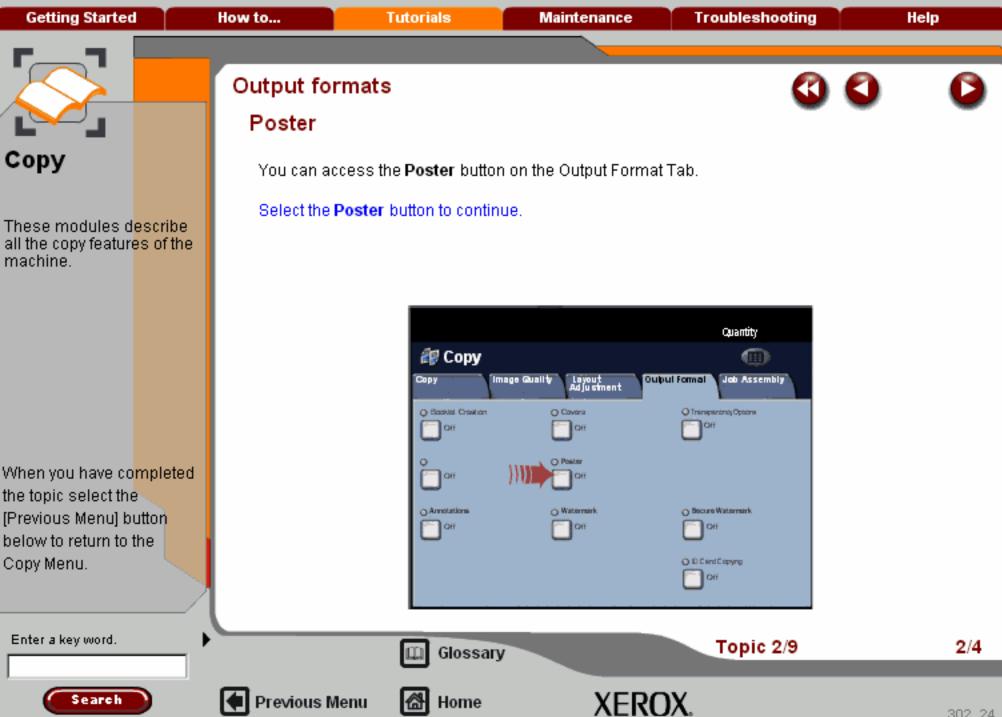


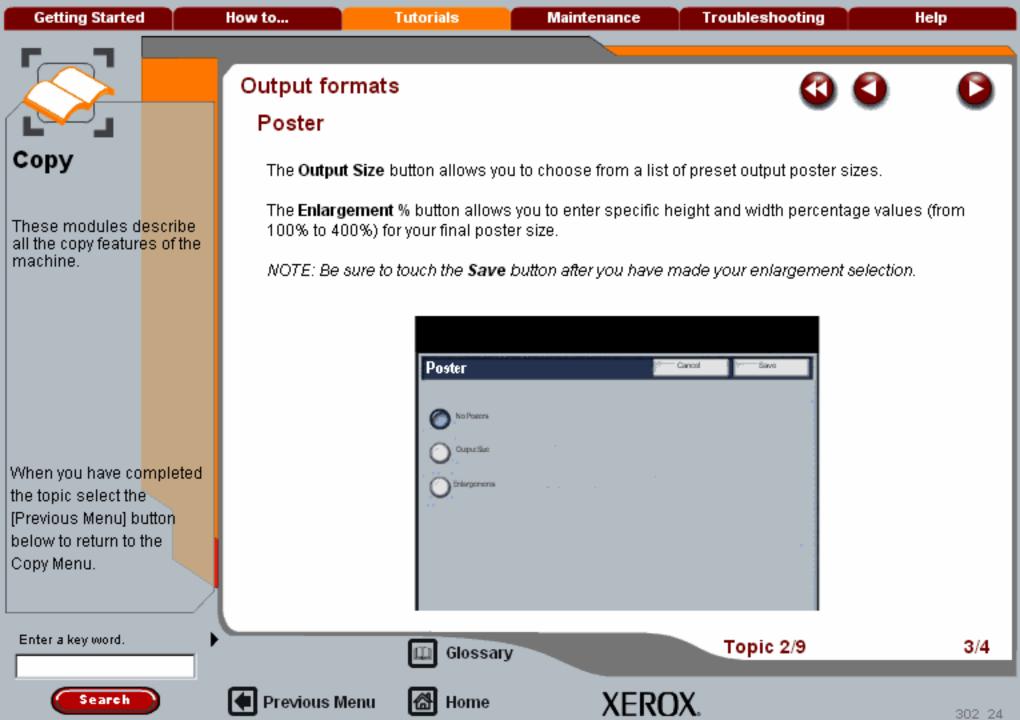




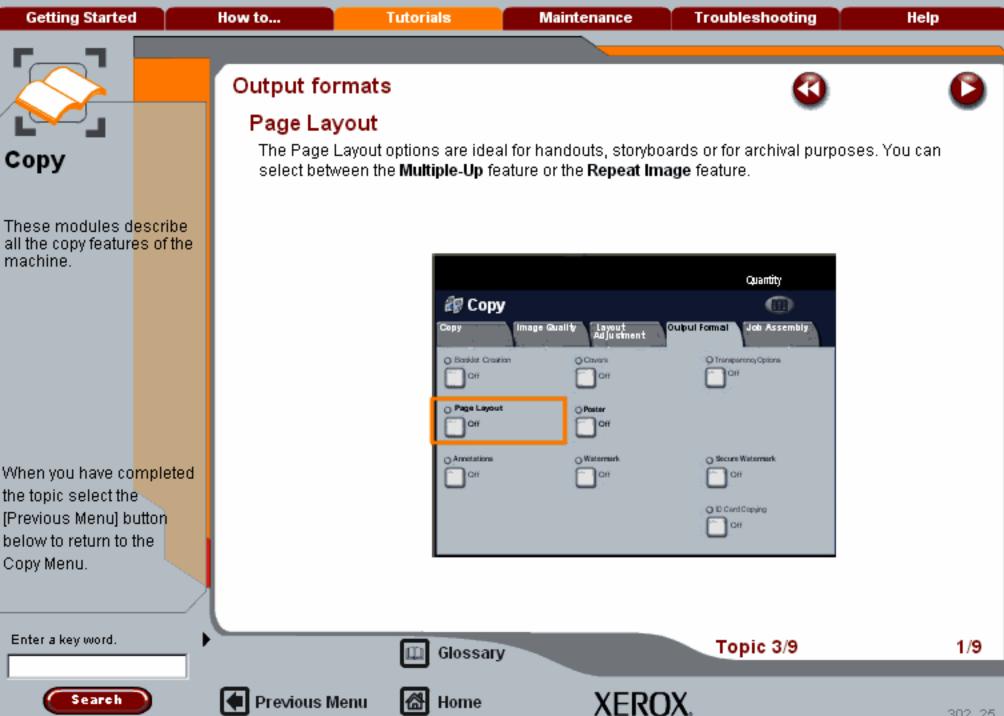


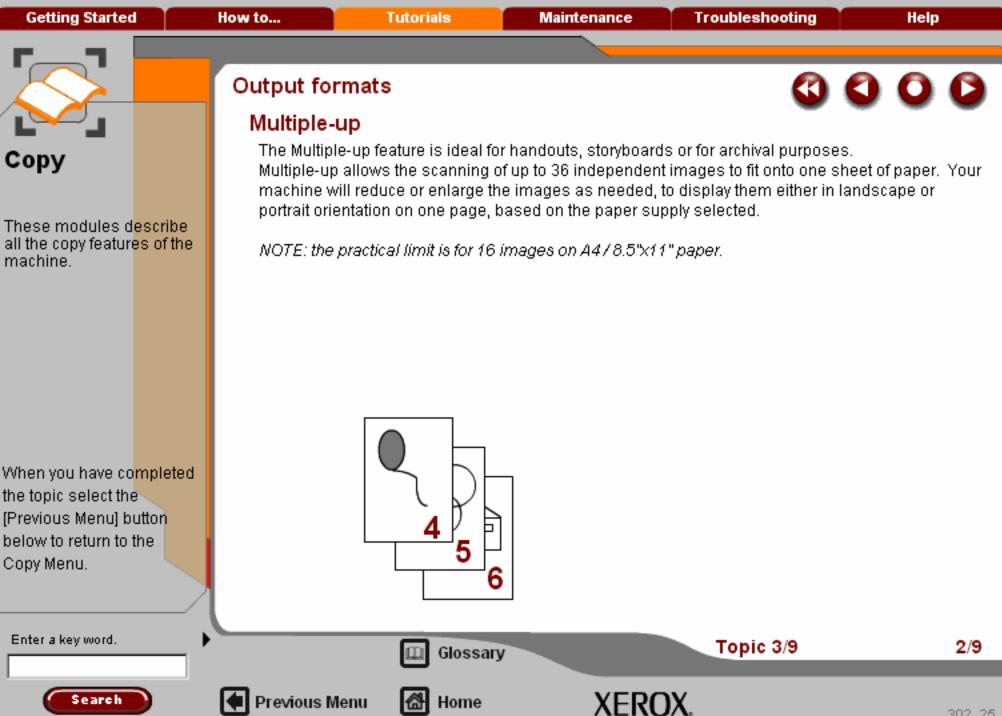


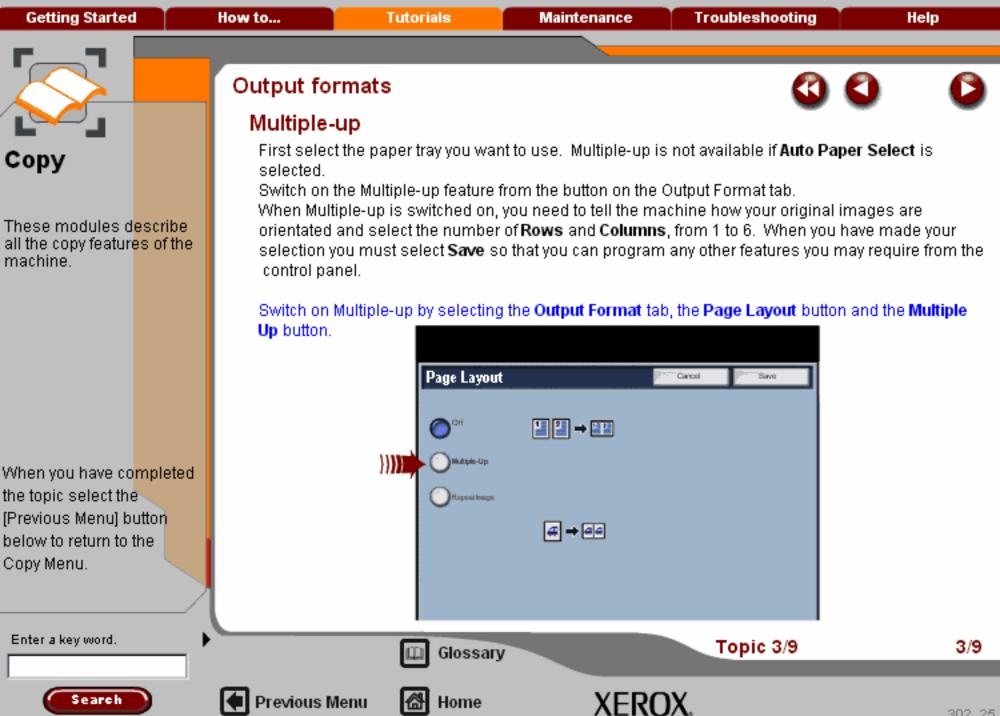


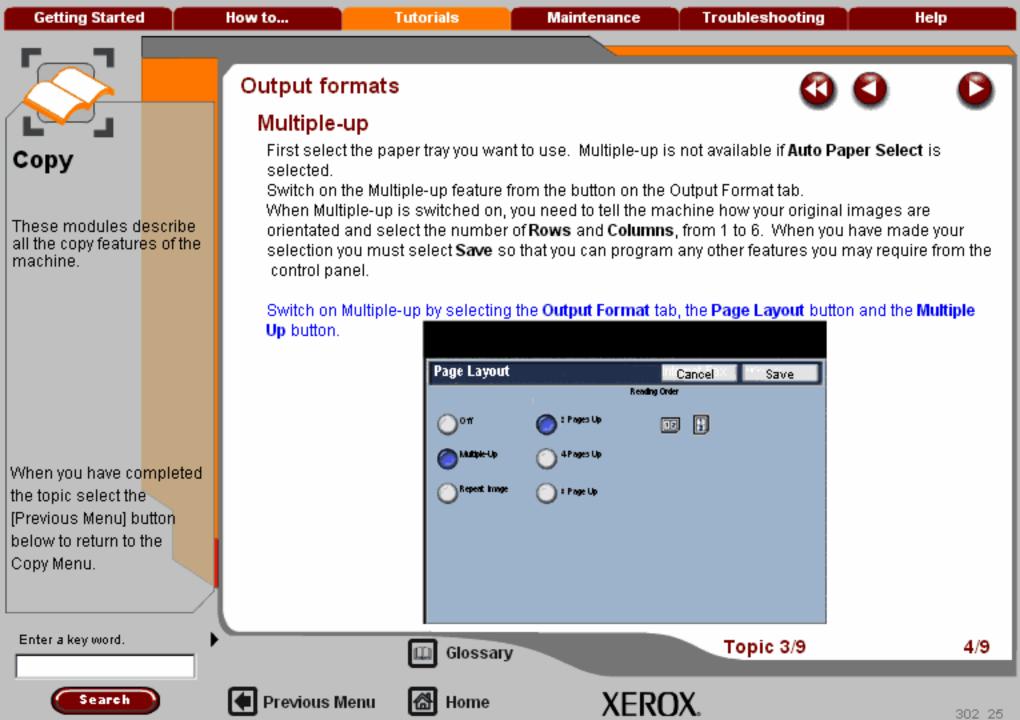


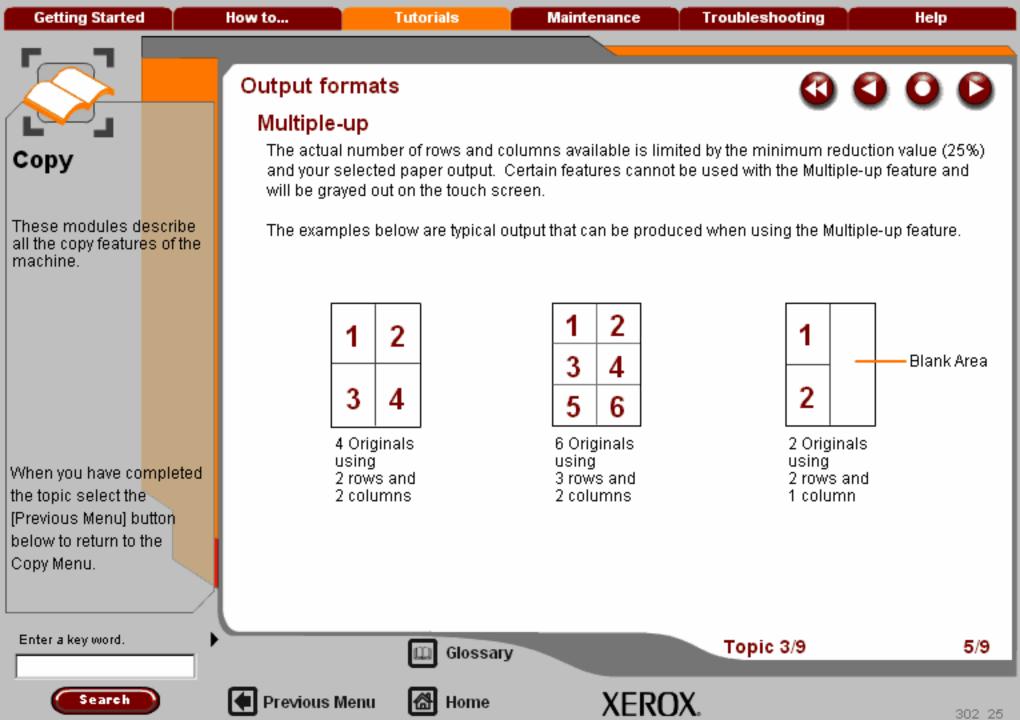


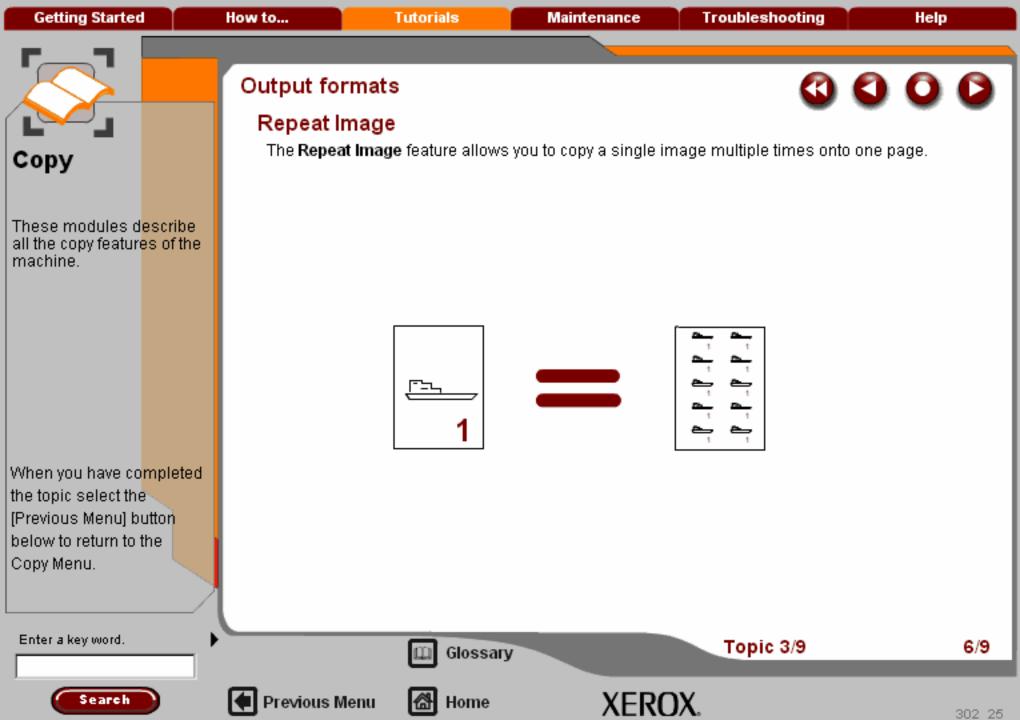














These modules describe all the copy features of the

machine.

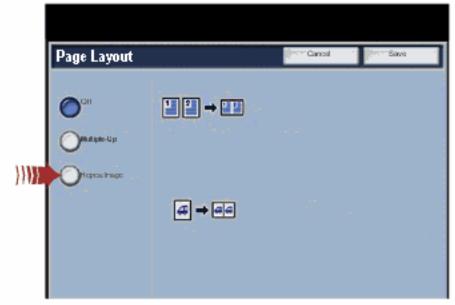
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

selected.

Switch on the Repeat Image feature from the button on the Output Format tab.

When Repeat Image is switched on, you need to select the number of Rows and Columns, from 1 to 10. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Repeat Image by selecting the Output Format tab, the Page Layout button and the Repeat Image button.



Enter a key word.

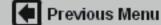


Glossary

Topic 3/9

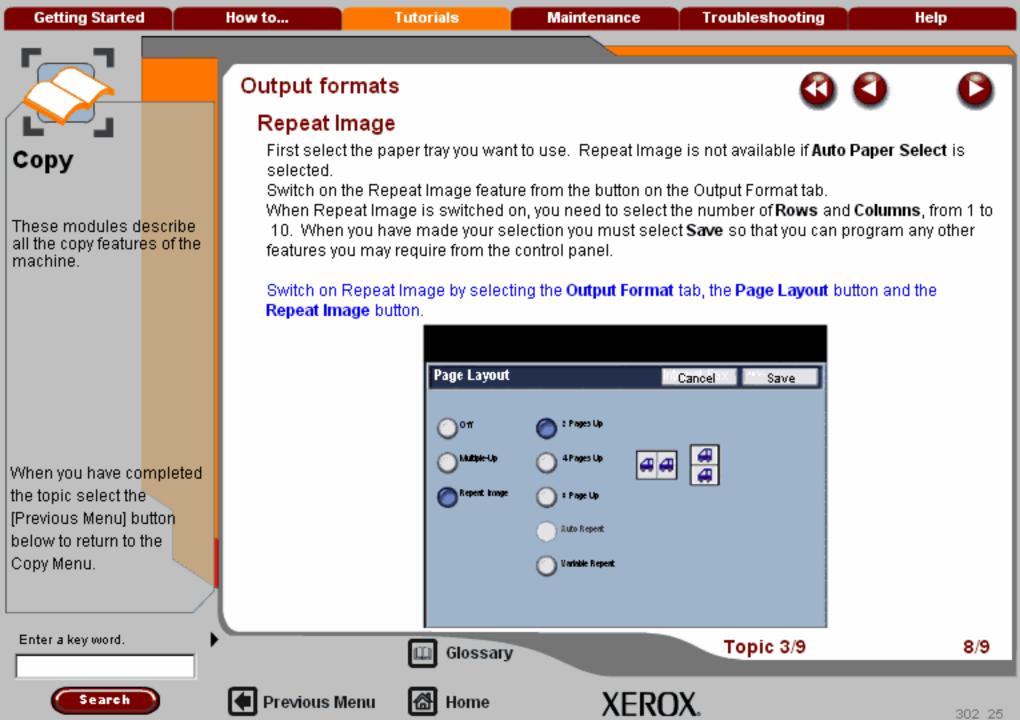
7/9

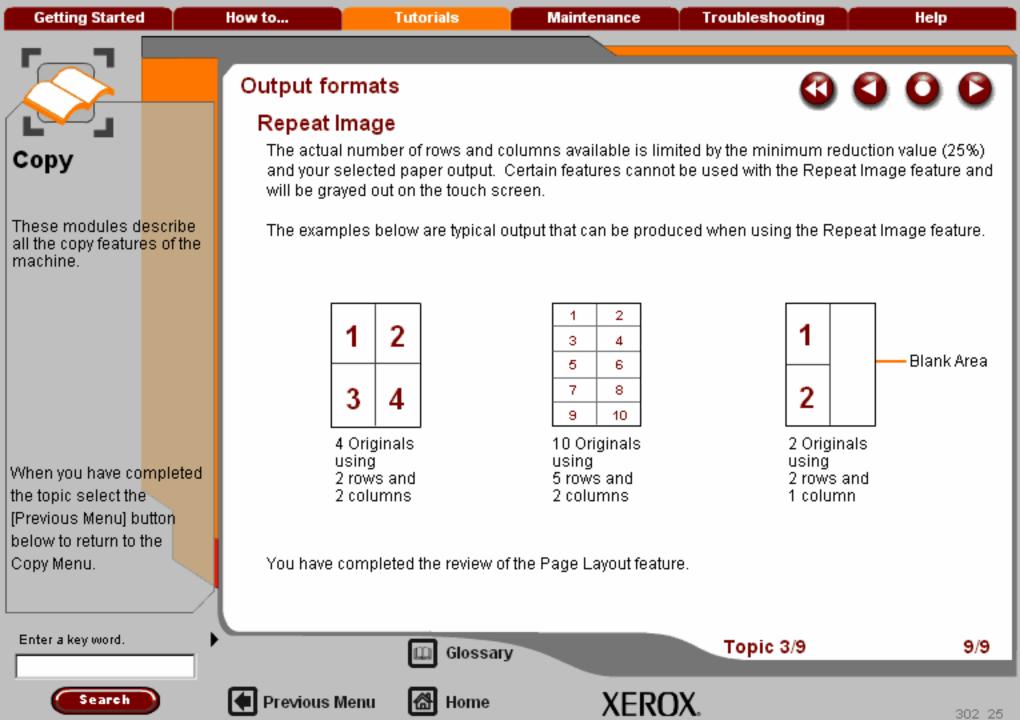








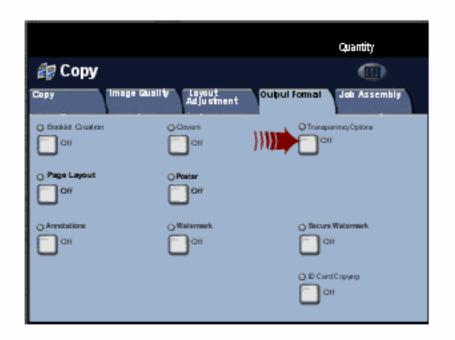






When making a set of transparencies you can insert a divider between each transparency in order to make it easier to manage your presentation slides. This option is reached from the Output Format tab. First select the paper tray you want to use.

Select the Output Format Tab and then select the Transparency Options button.



When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

These modules describe

all the copy features of the

machine.

Enter a key word.





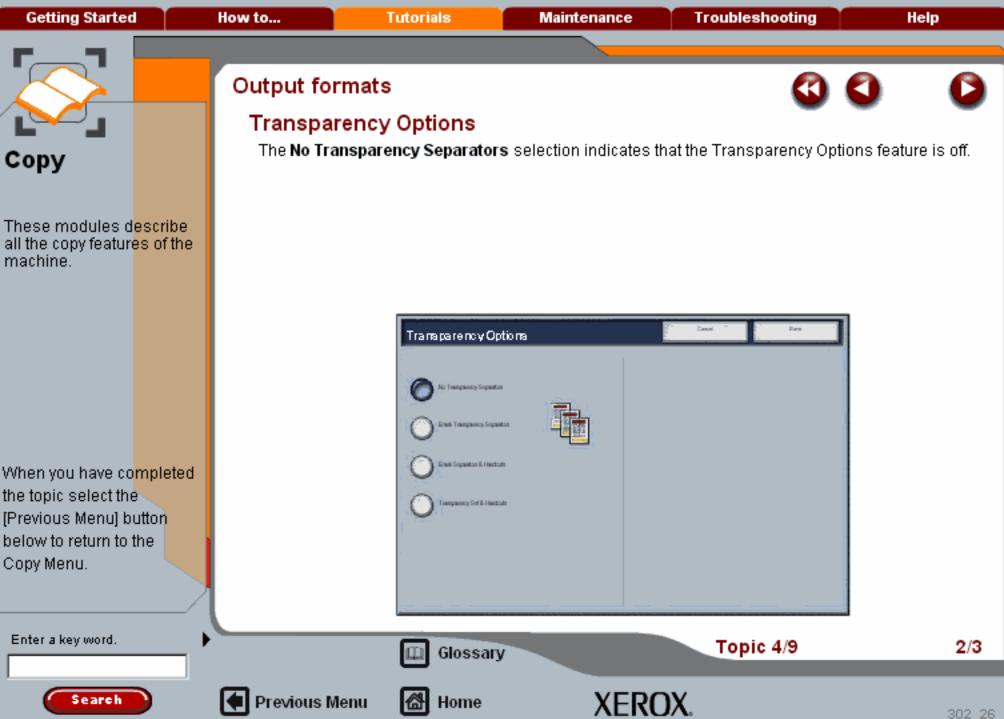
Home

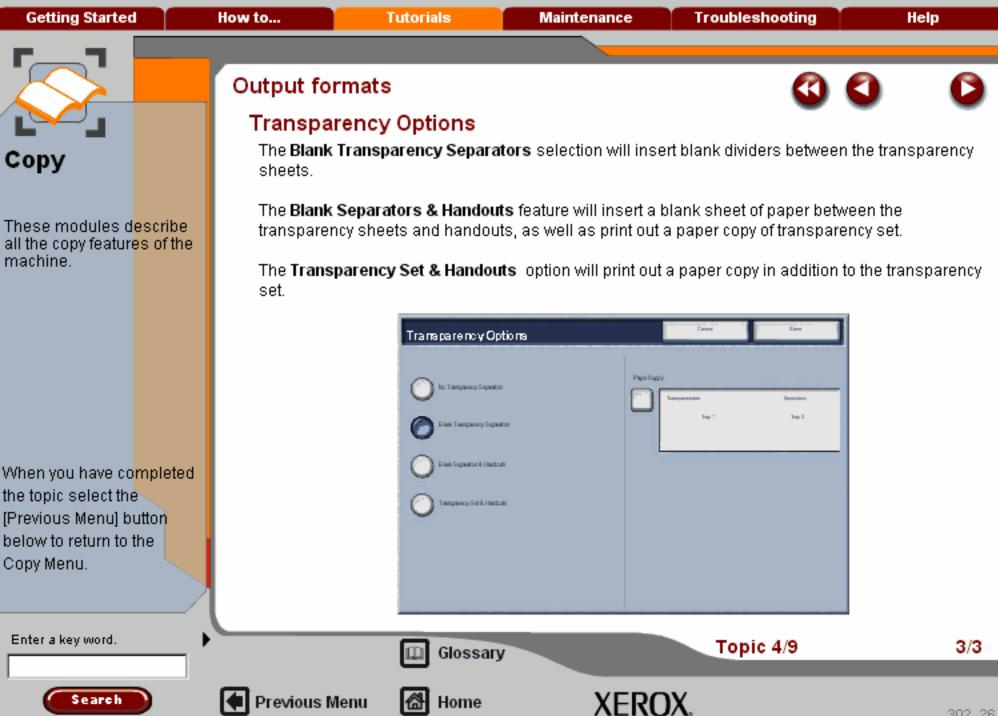
Glossary

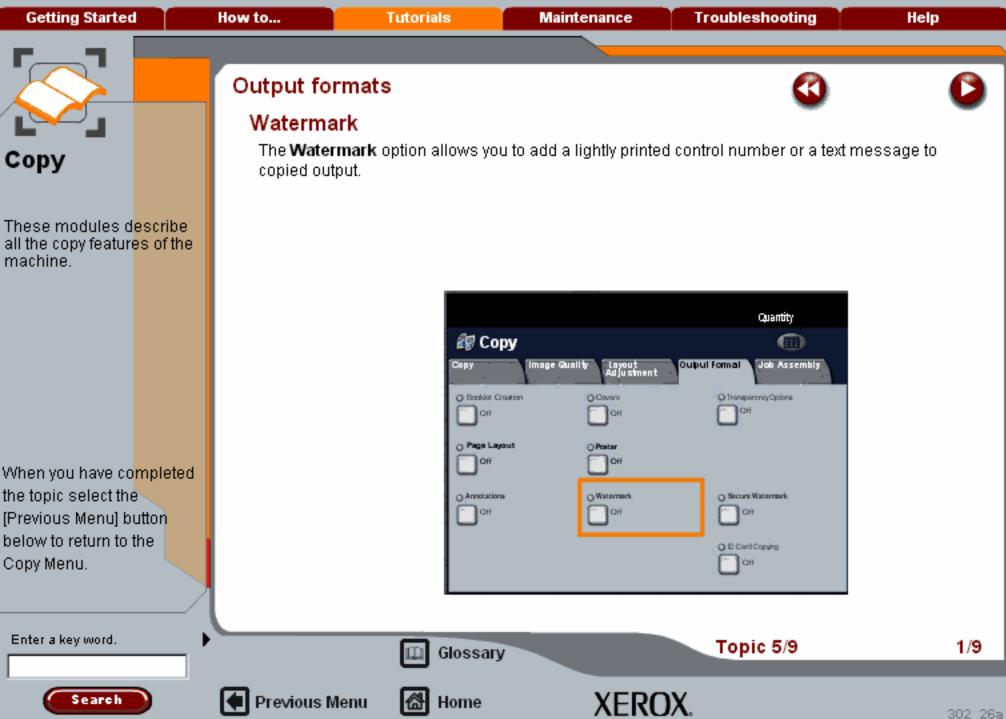


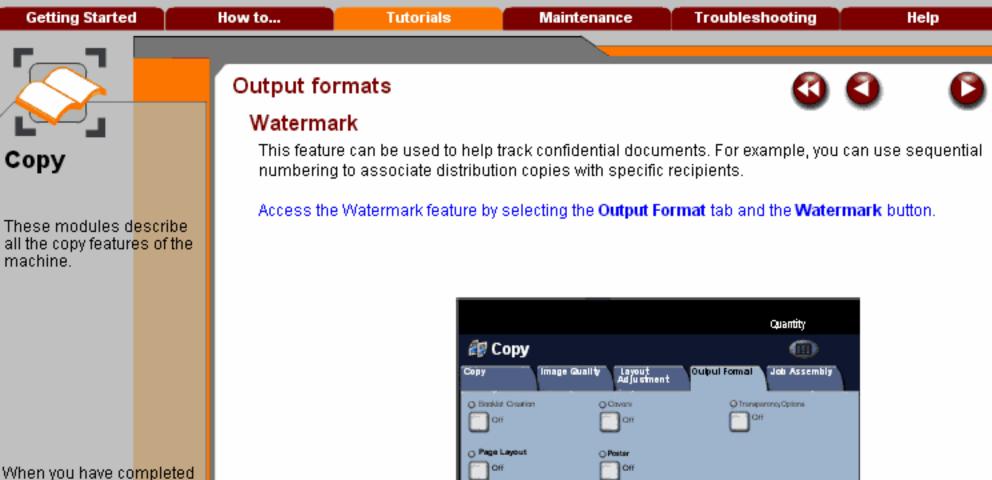
Topic 4/9

1/3

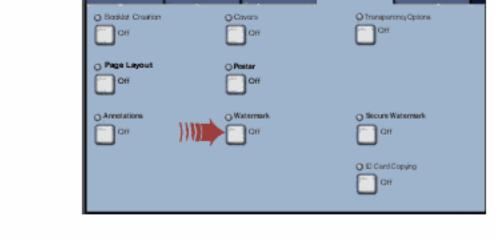








When you have co<mark>mple</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.



Enter a key word.

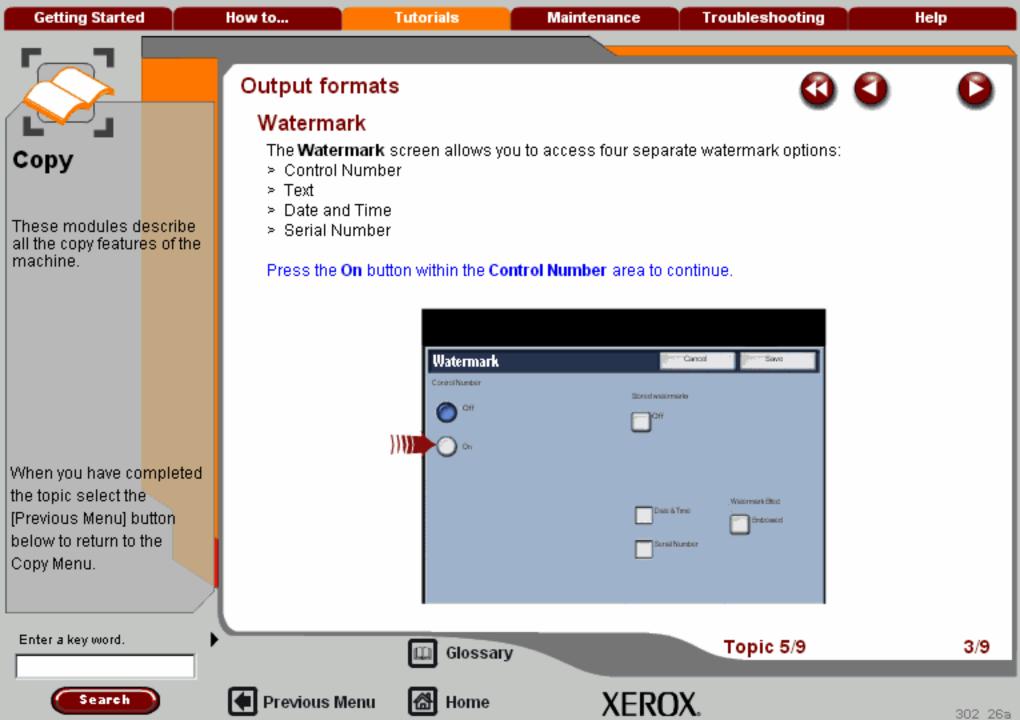




Glossary



Topic 5/9





These modules describe all the copy features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Output formats



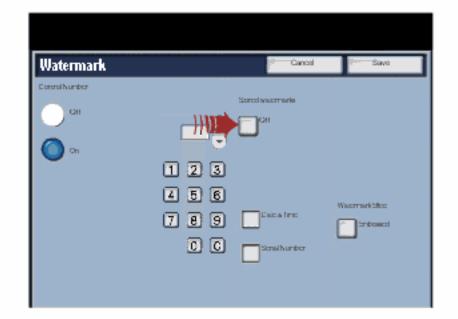




Watermark

The **Control Number** opton allows you to input a **Start Number** that will be printed on each document set. For example, if you select "1' for the Start Number, the number "1" will be printed on the first set of documents, the number "2" will be printed on the second set, and so on.

Press the Stored Watermarks button to continue.



Enter a key word.

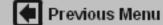


Glossary





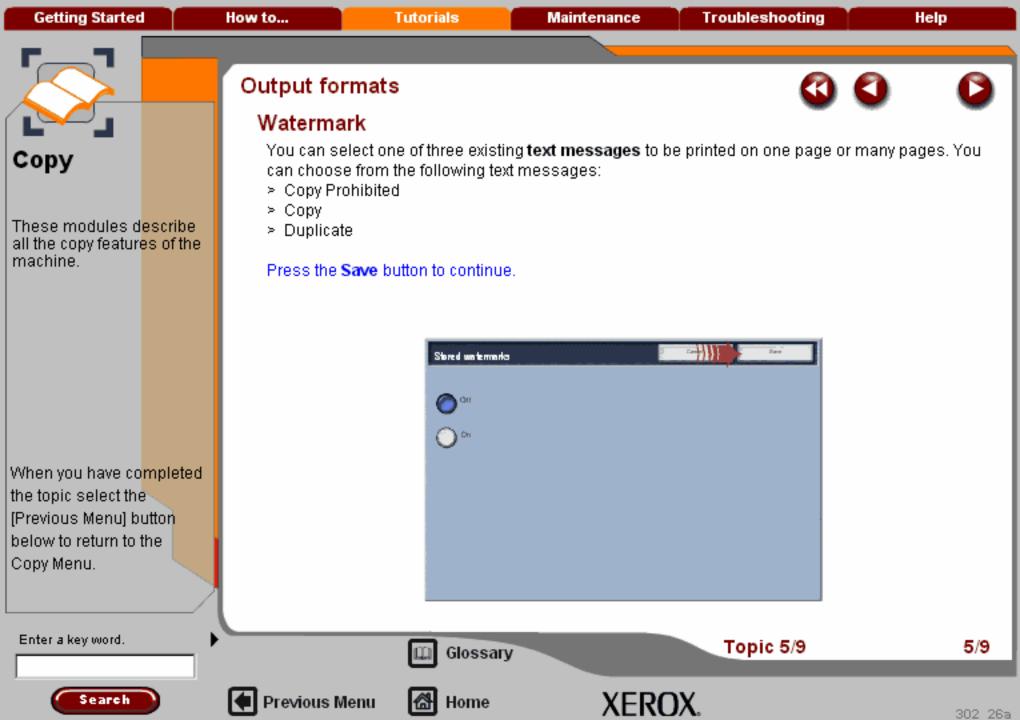


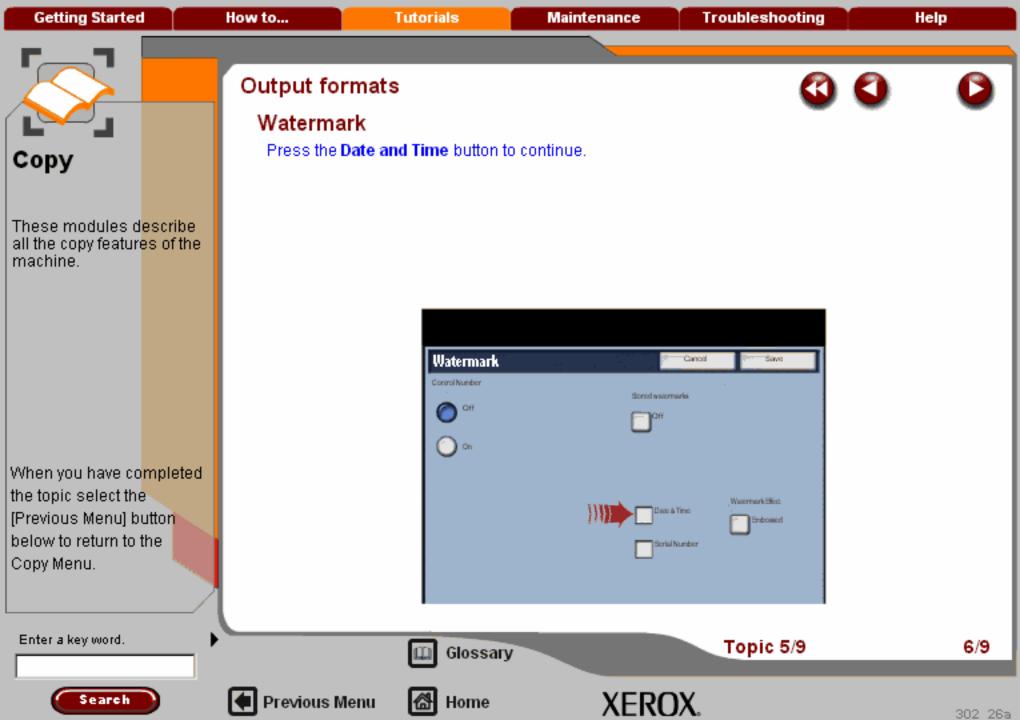


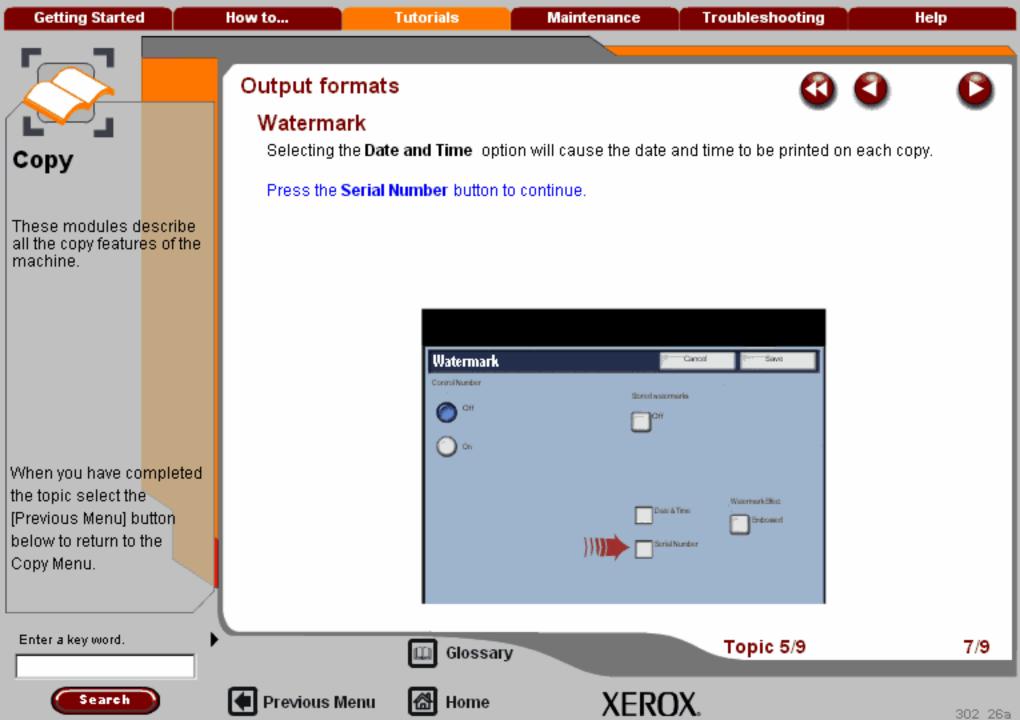


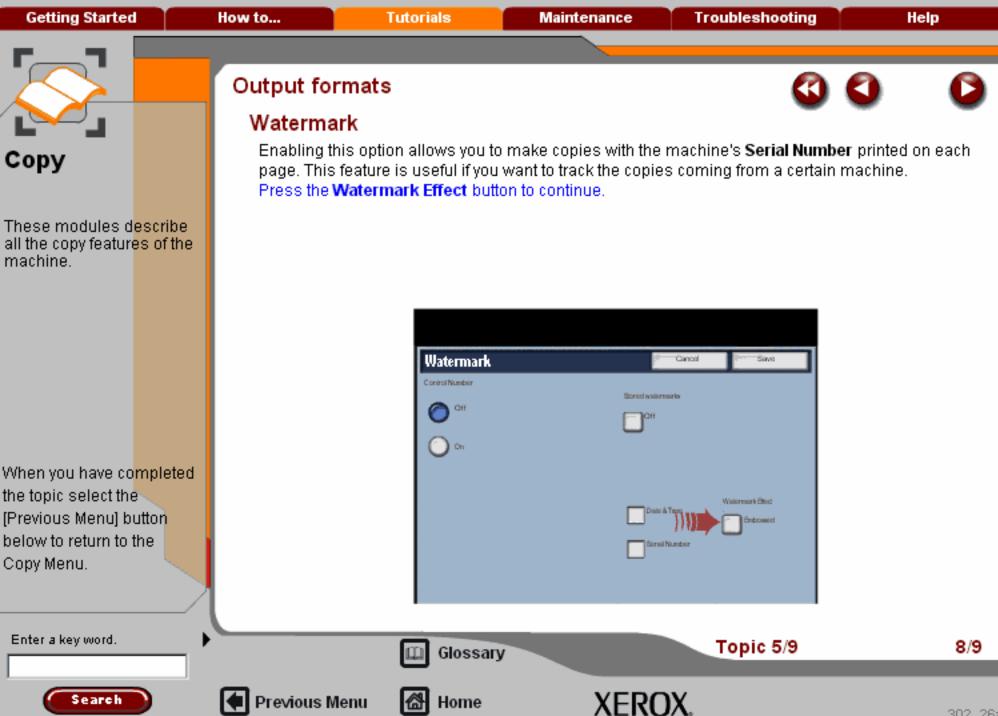
Home

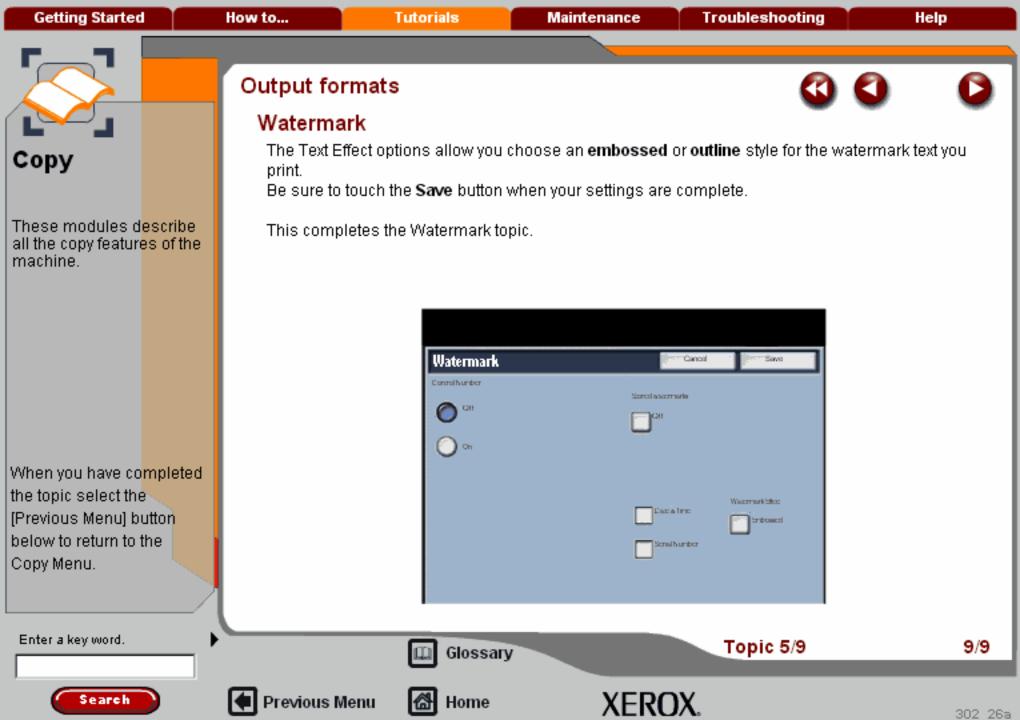


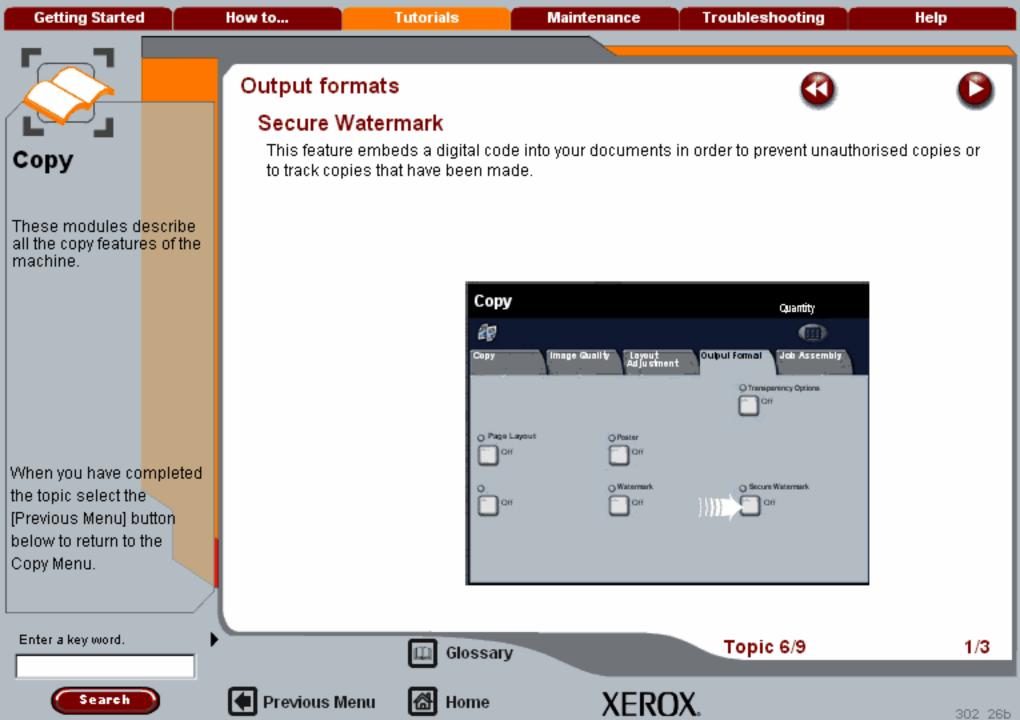






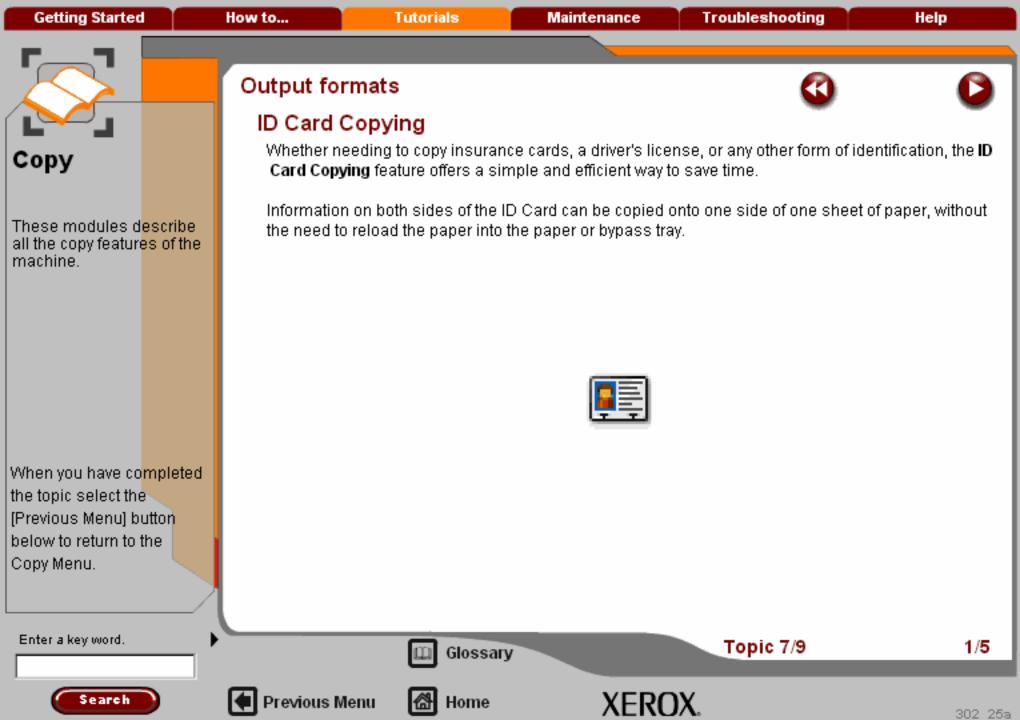


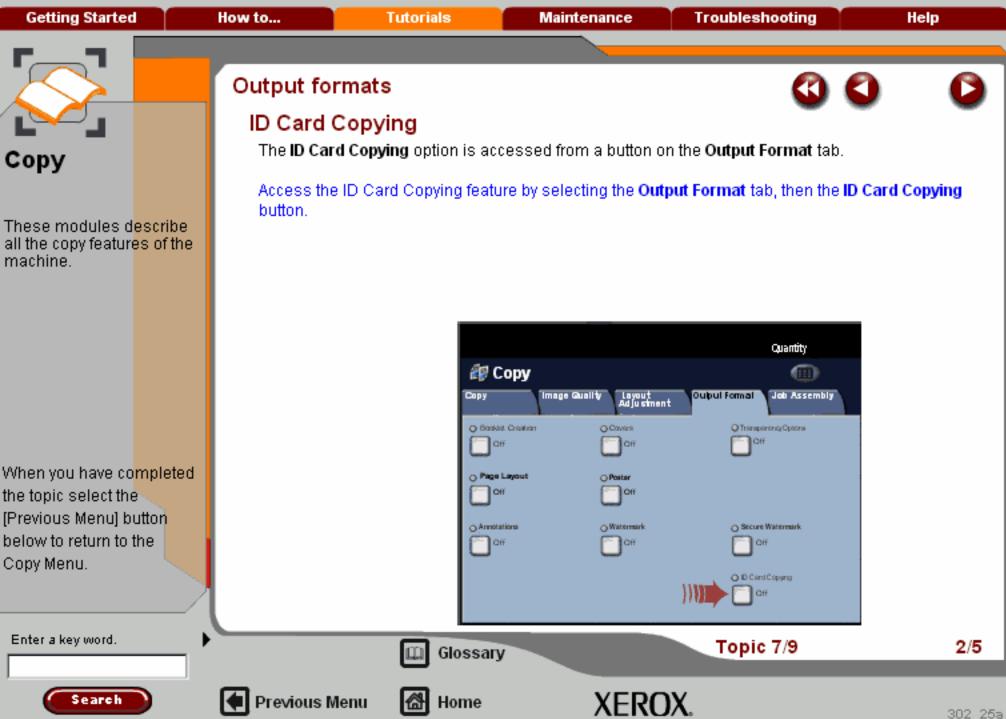


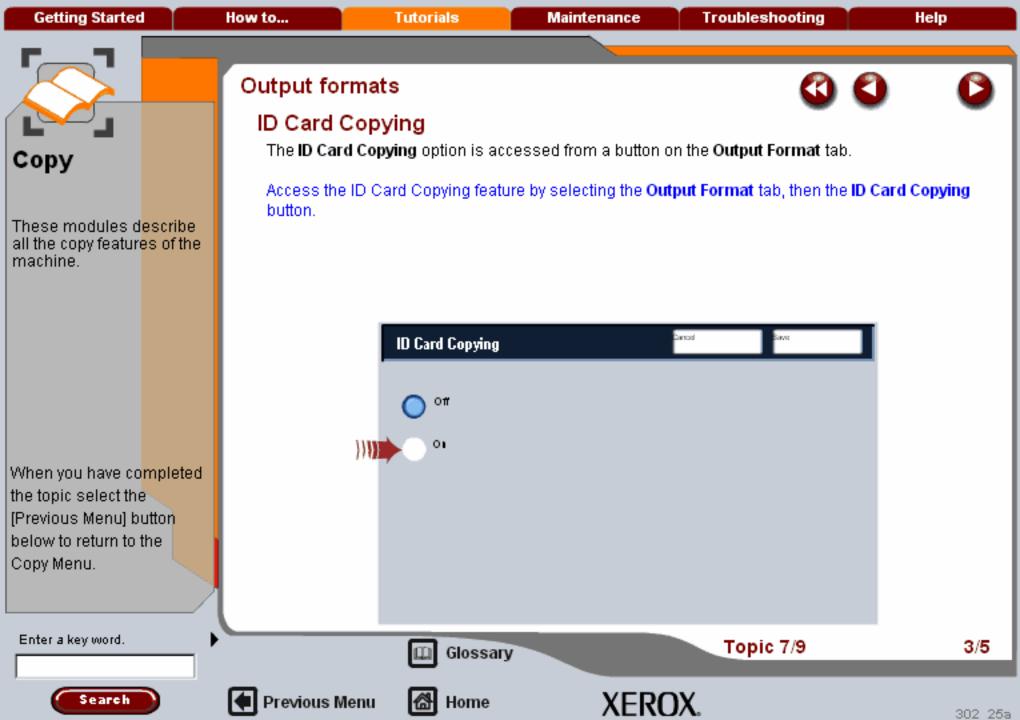


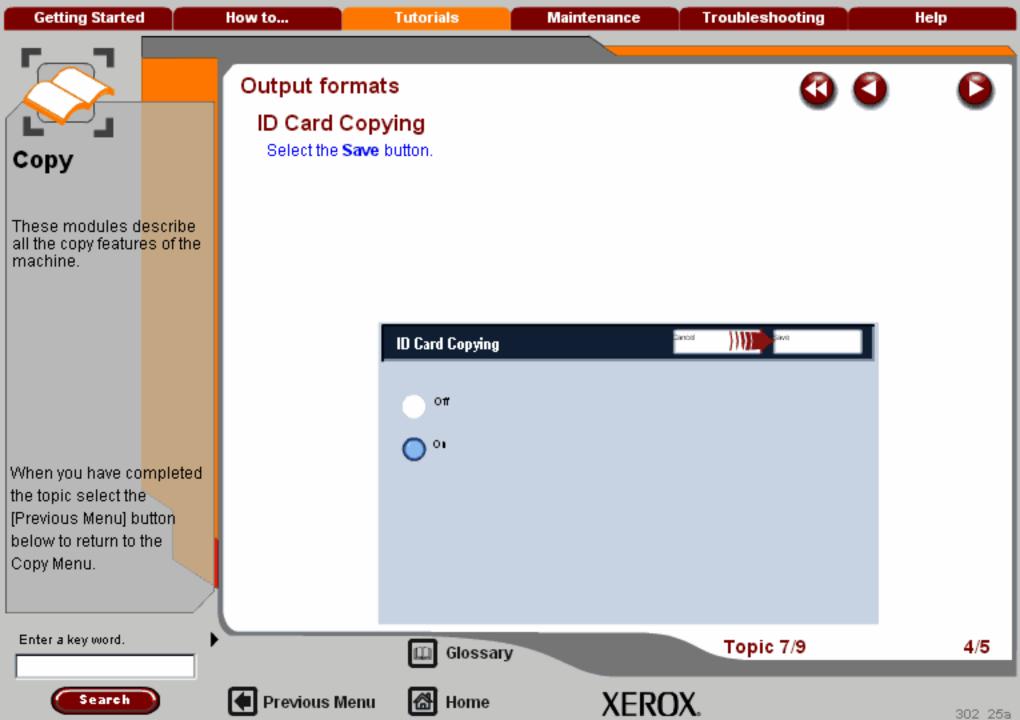


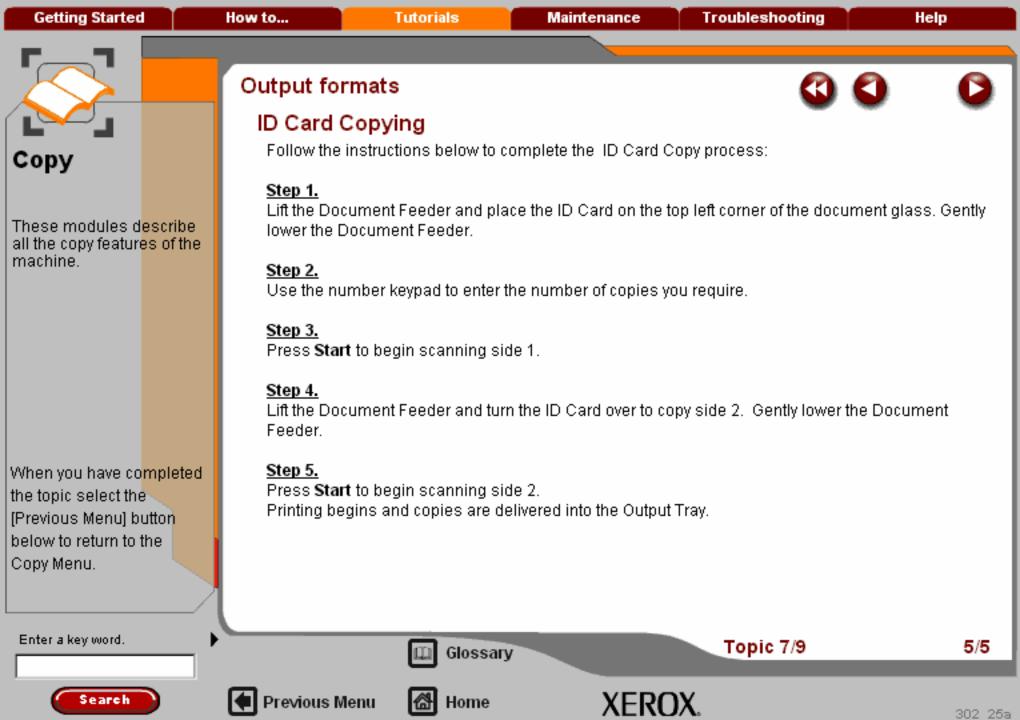


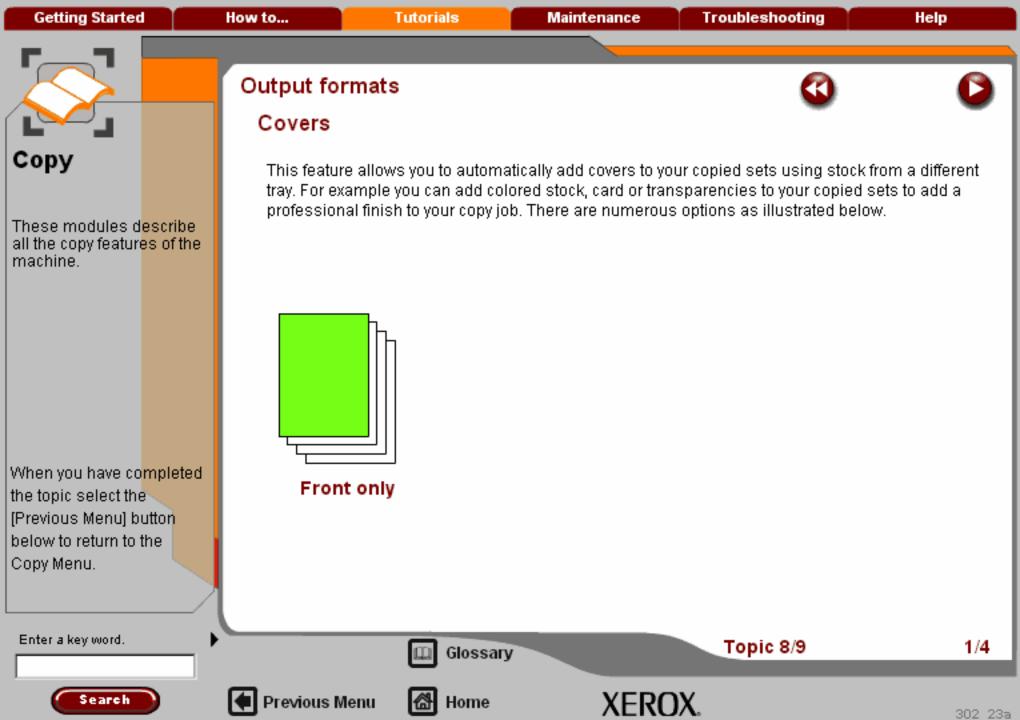


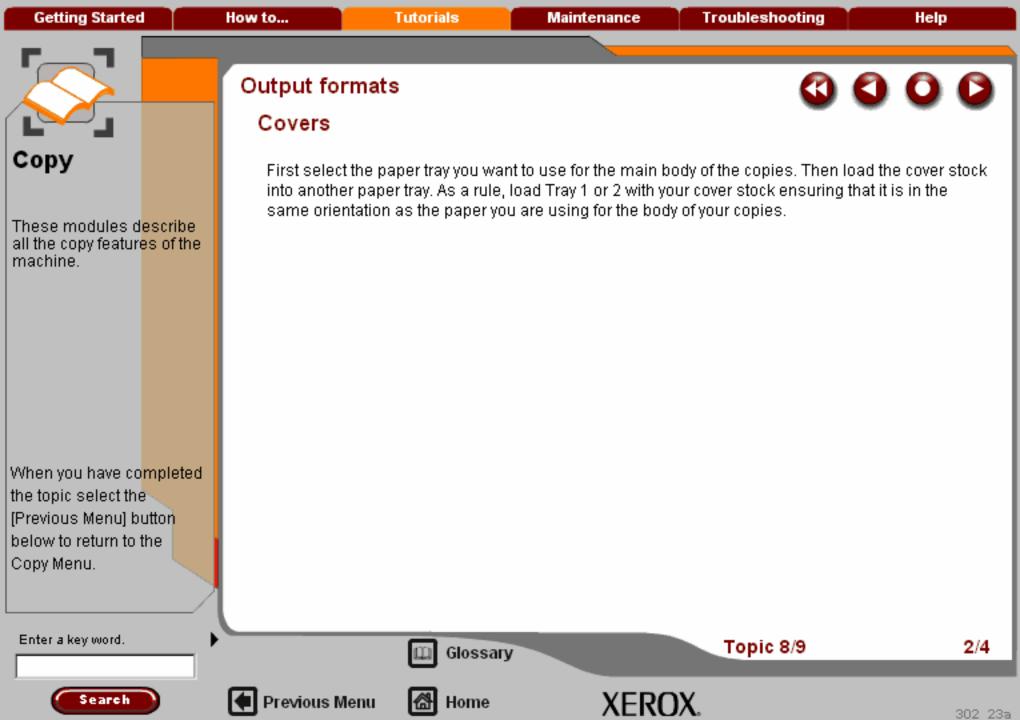














These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Output formats







Covers

Covers are selected from the **Output Format** tab. Here you can choose front, back or front and back.

Select the **Output Format** tab and the **Covers** button. Then select the **Front & Back Covers** button.



Enter a key word.

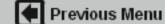


Glossary

Topic 8/9

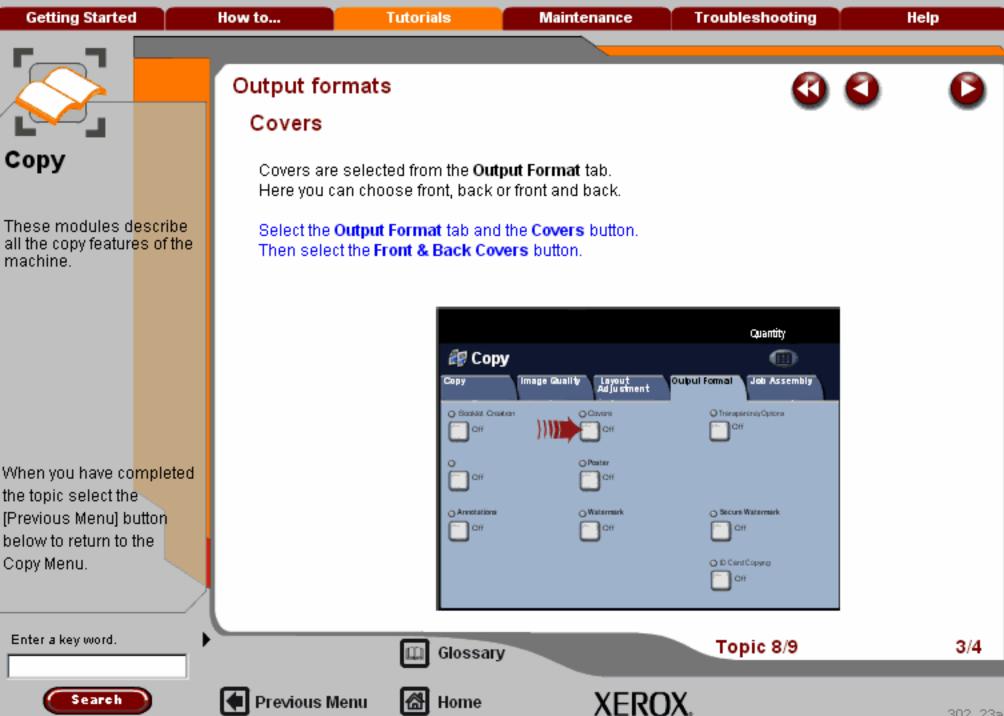
3/4

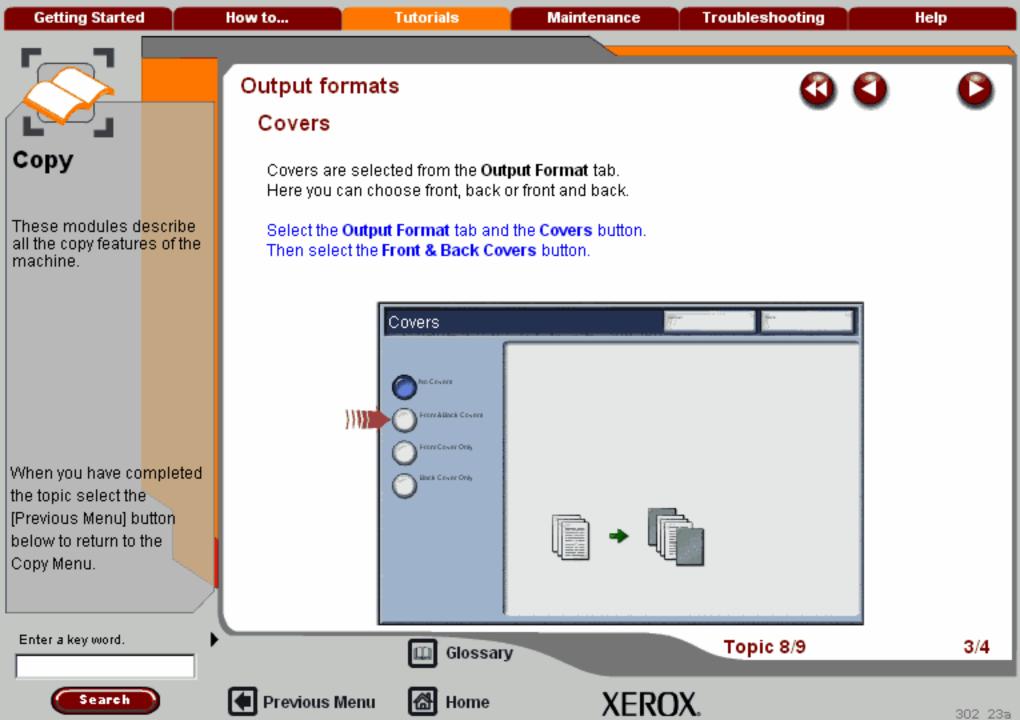


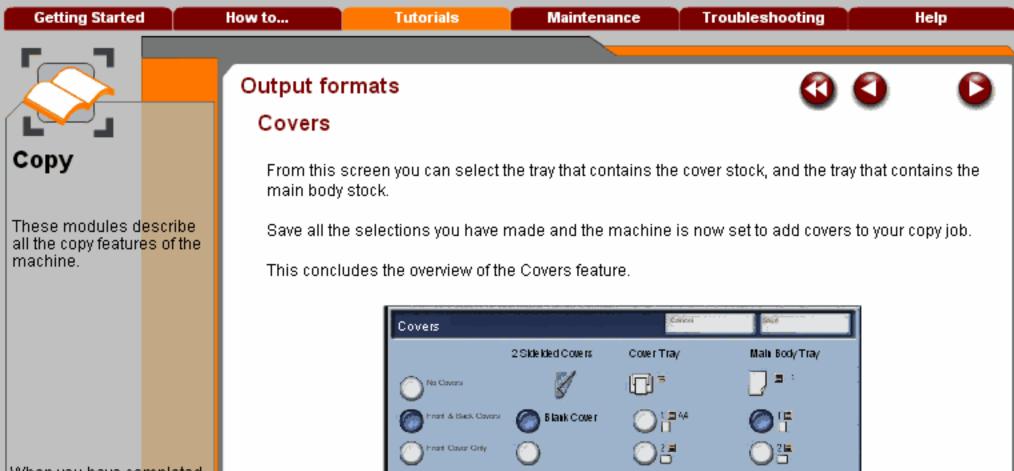


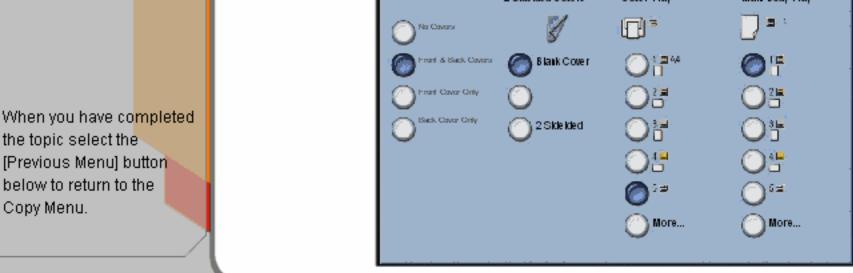












Search

Enter a key word.

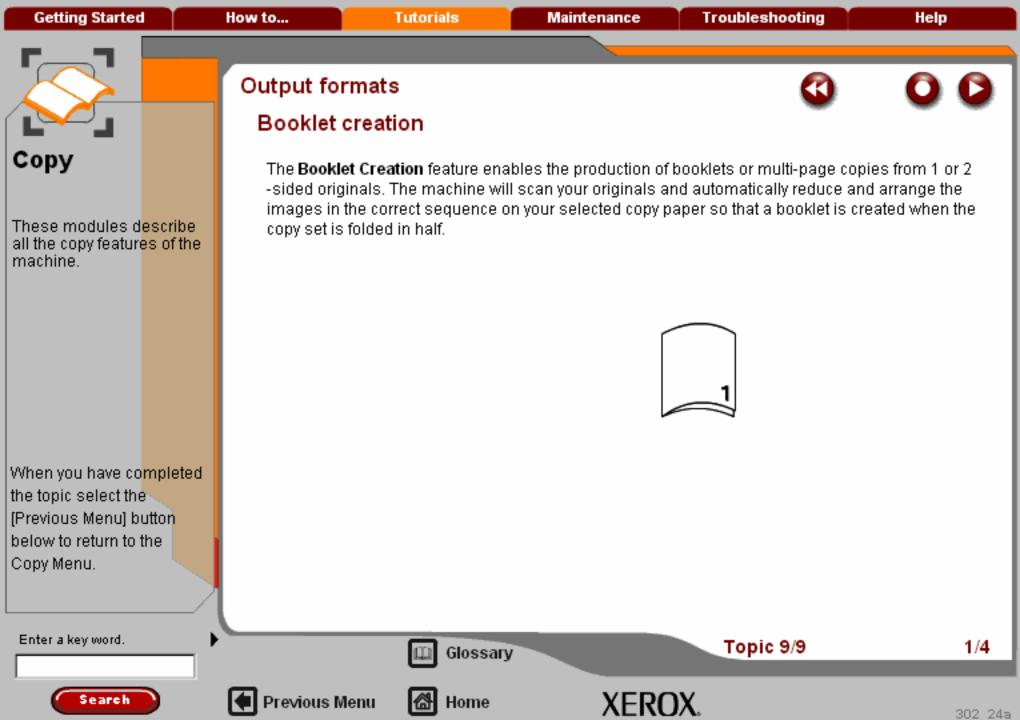


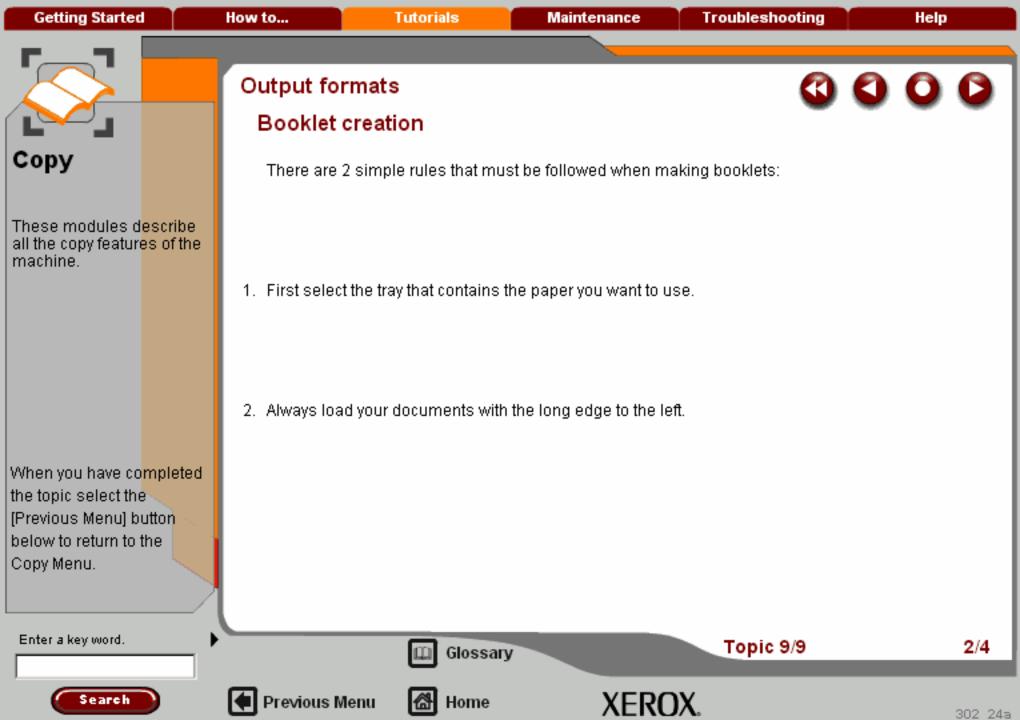


Glossary



Topic 8/9







These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Output formats







Booklet creation

The Booklet creation feature is switched on from a button on the Output Format tab.

When Booklet creation is switched on, you need to tell the machine that your originals are 1-sided or 2-sided. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Booklet creation by selecting the **Output Format** tab, the **Booklet Creation** button and the **On** button.



Enter a key word.



Glossary

Topic 9/9

3/4

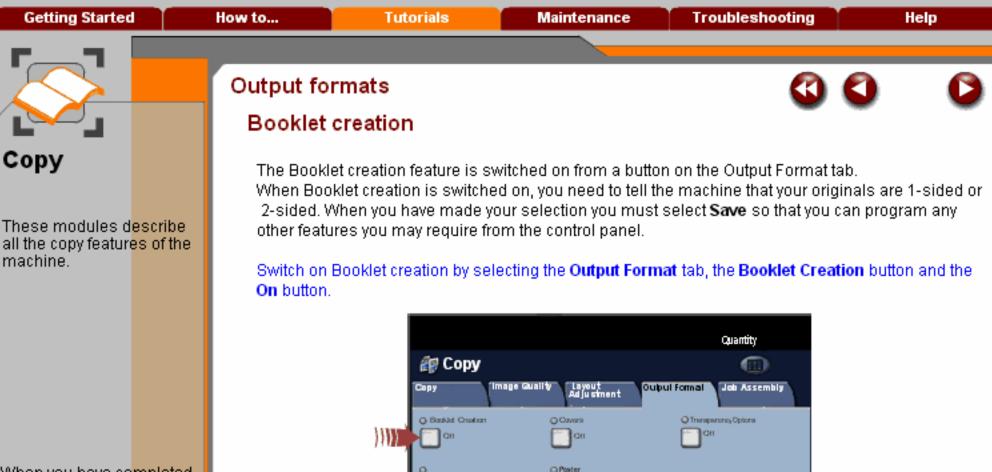






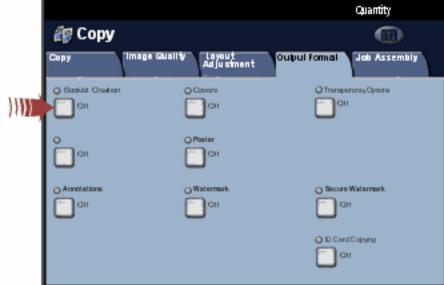
Home





When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search



Enter a key word.

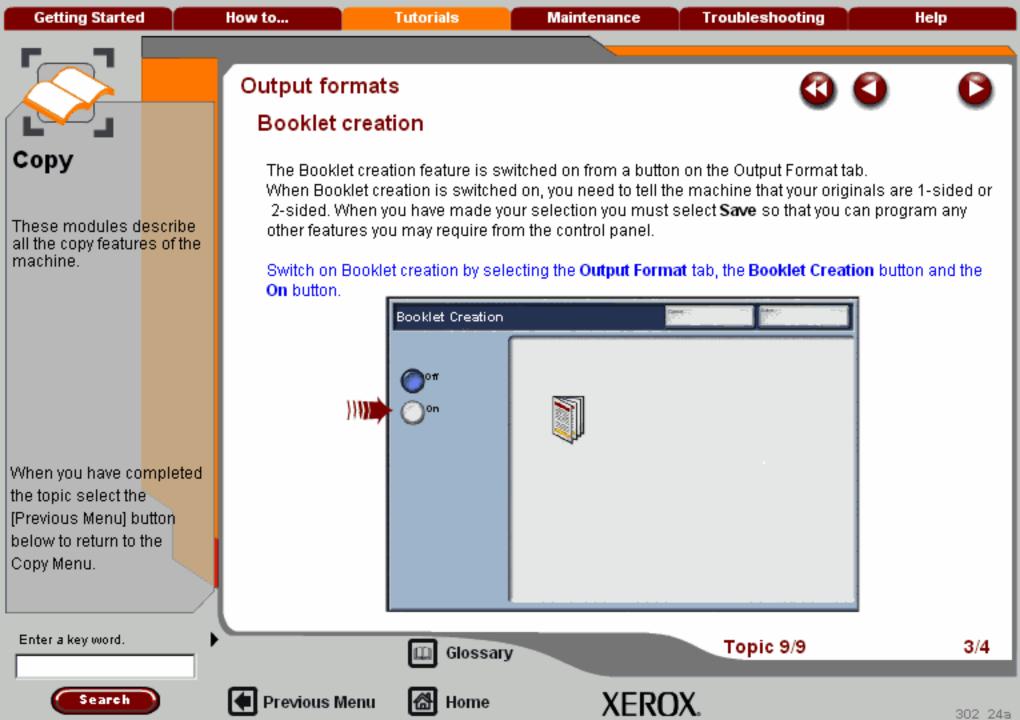


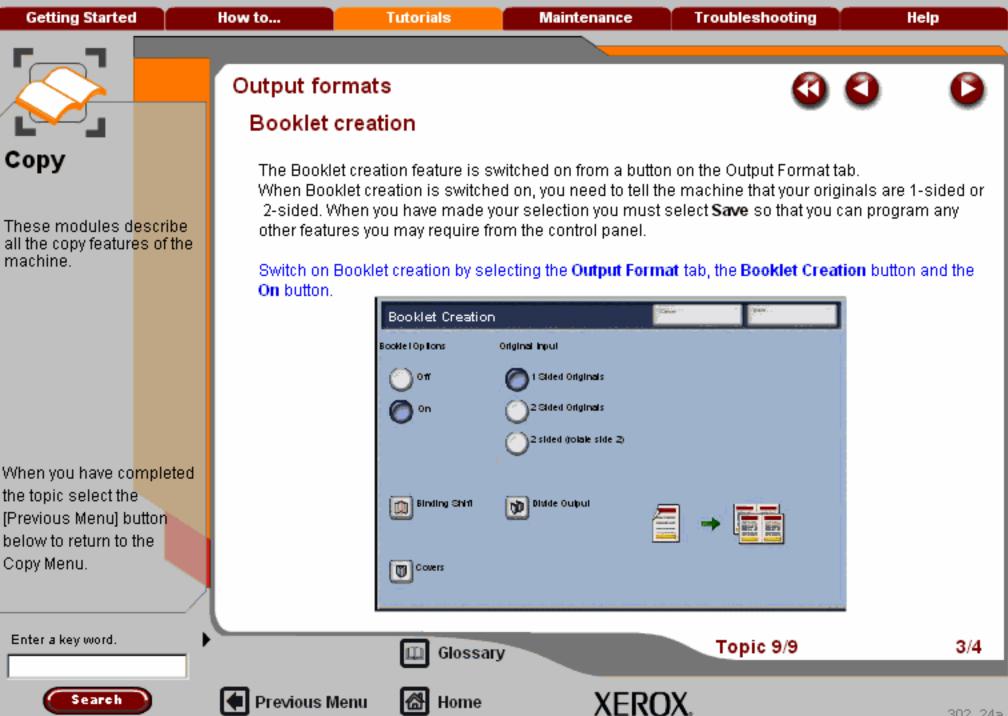


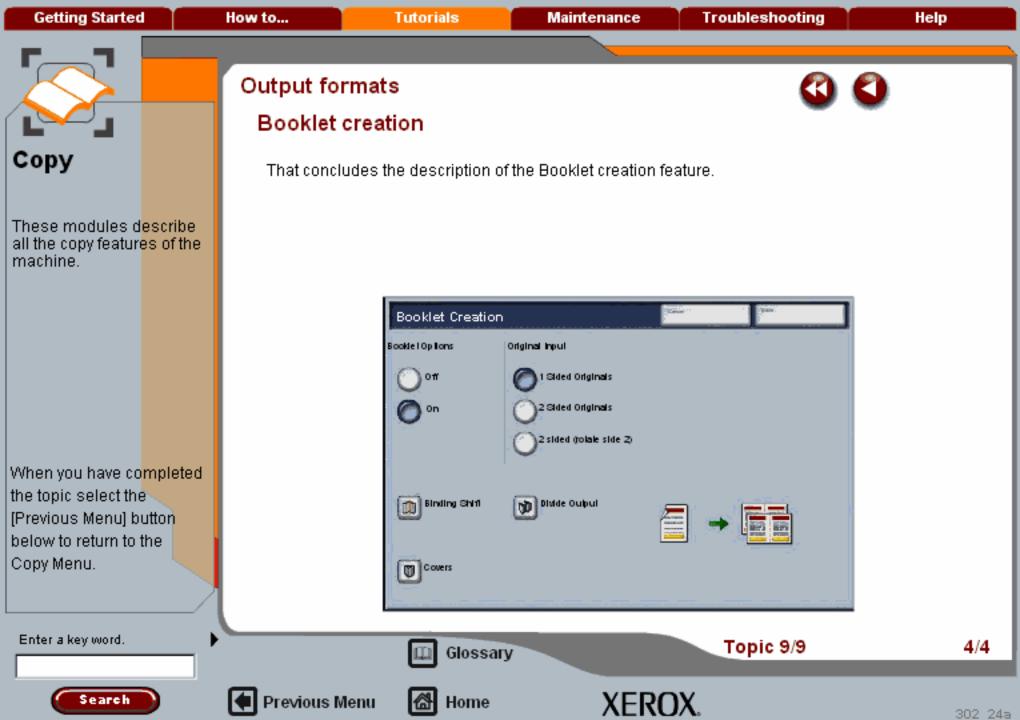
Glossary

Home









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Сору

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Sides Imaged

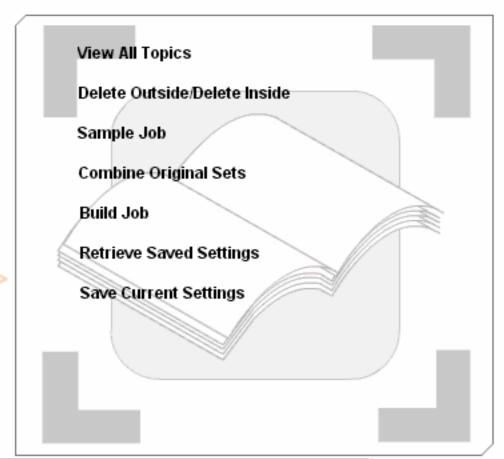
Reduce/Enlarge

🔀 Layout Adjustment >>>

Output formats >>>

🤯 Image Quality >>>

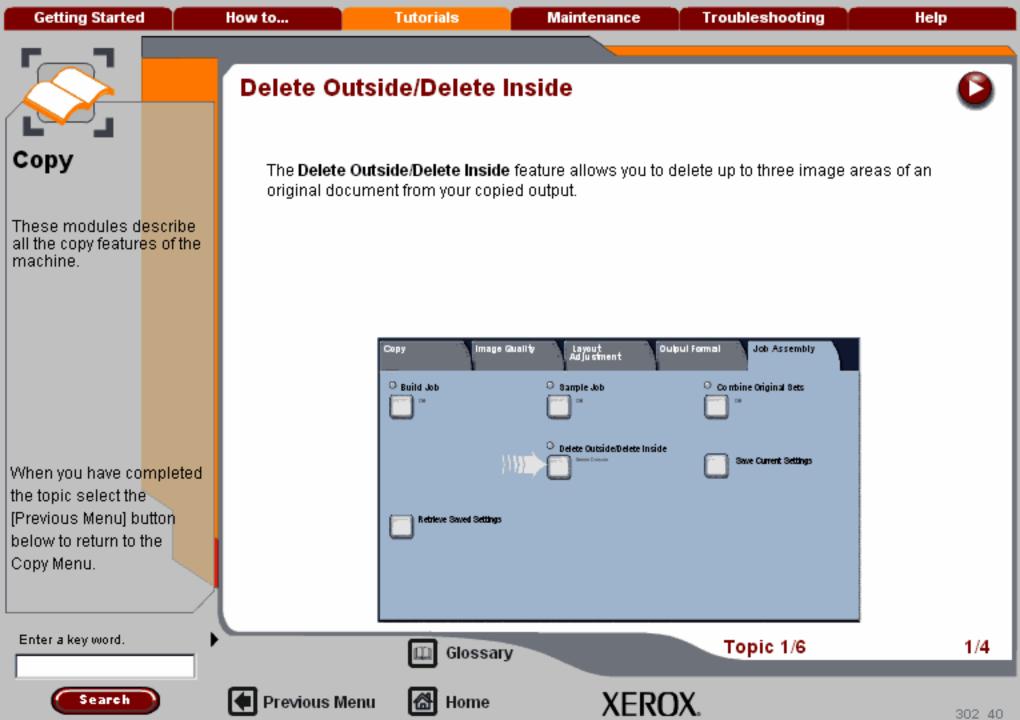
Output Color







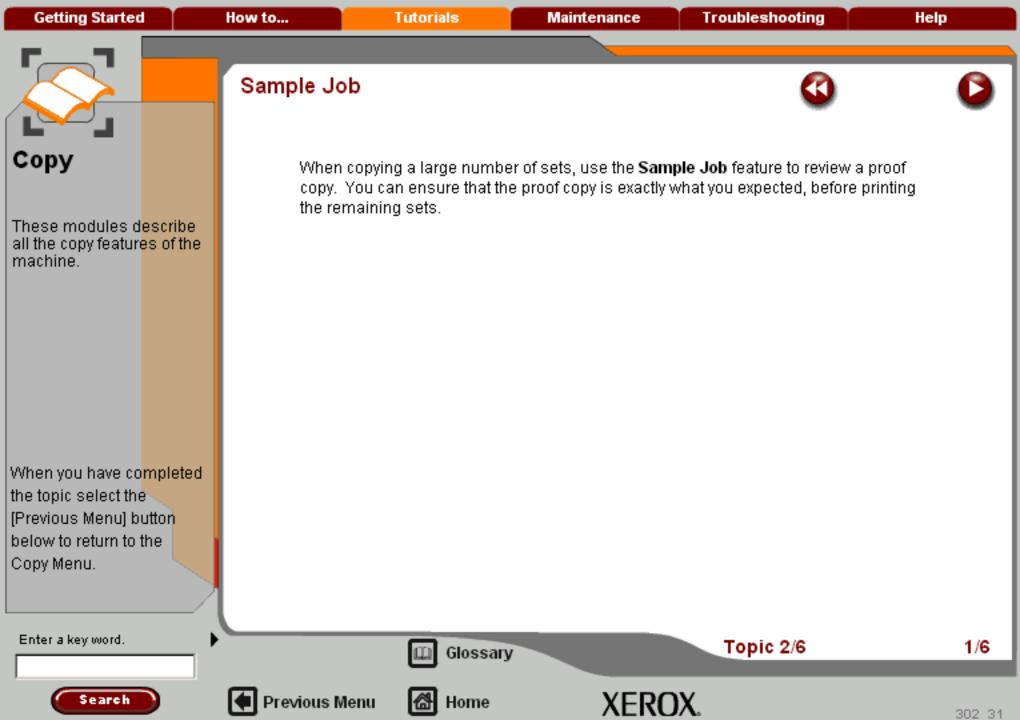


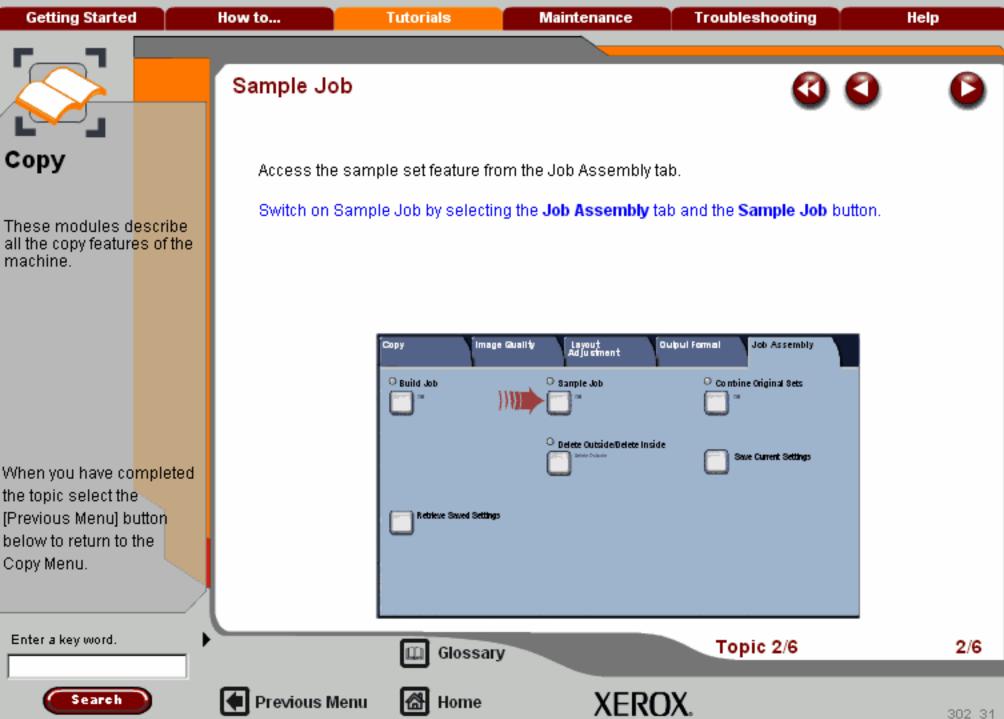








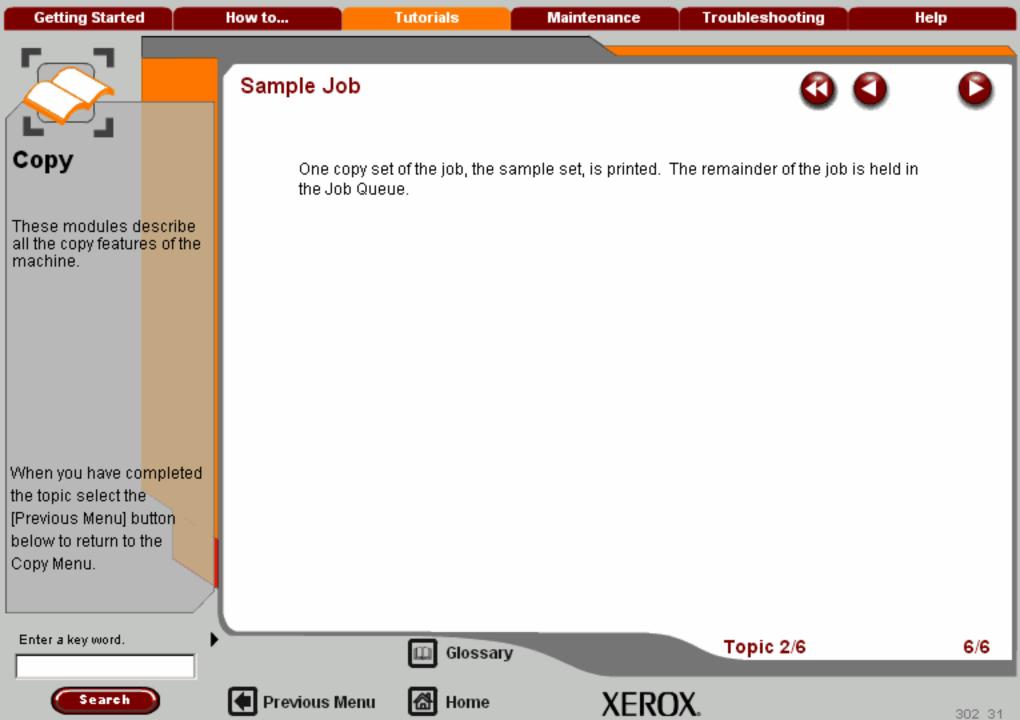


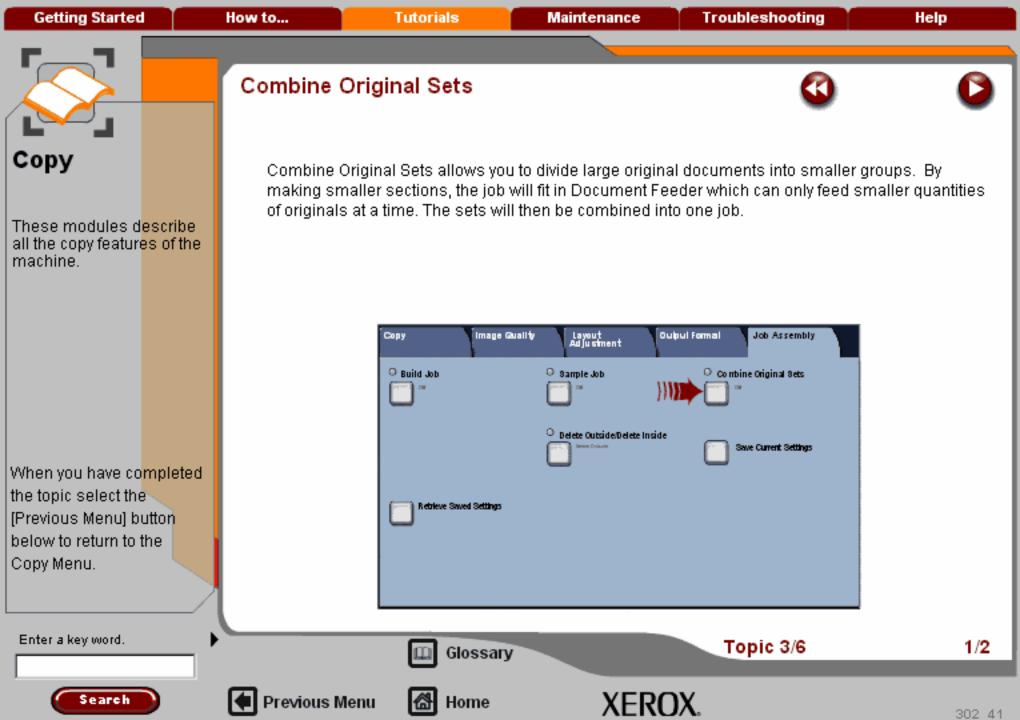


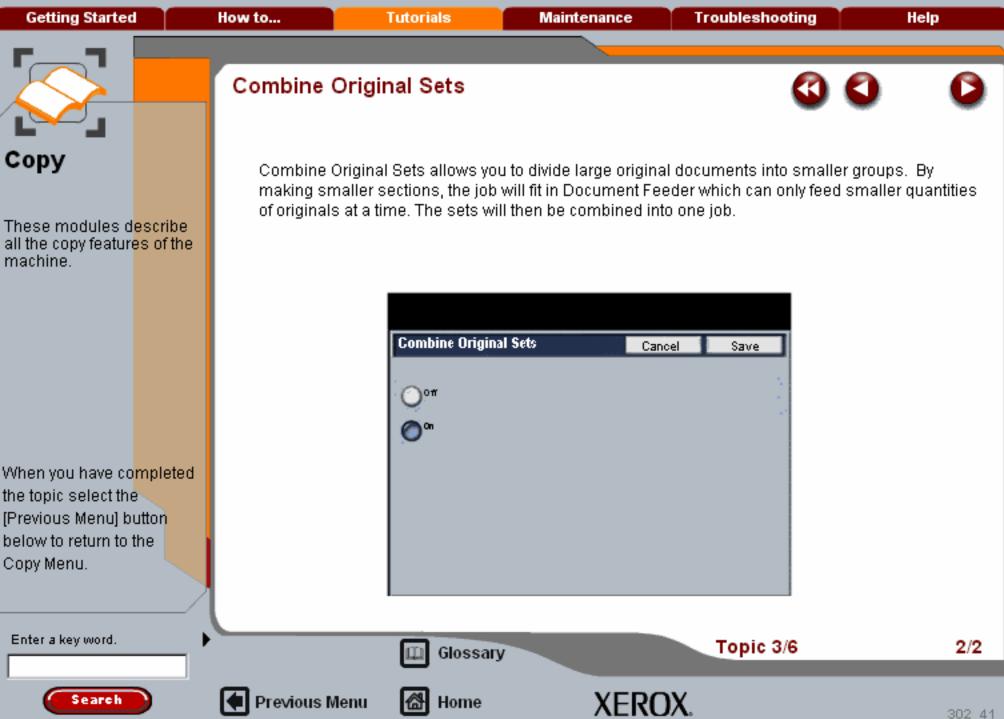


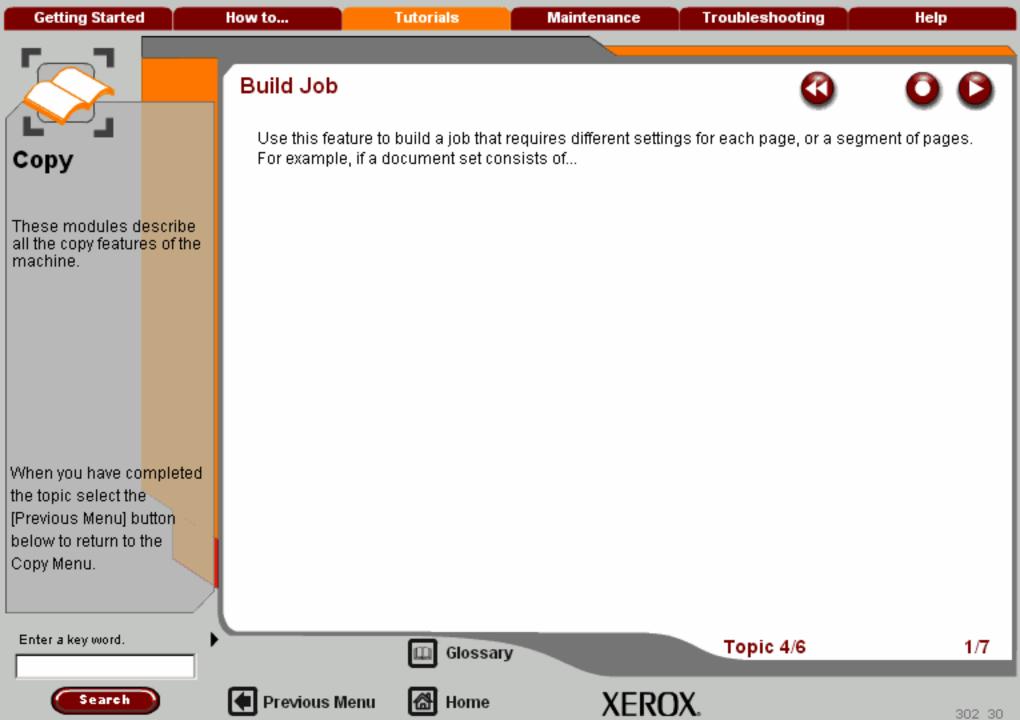




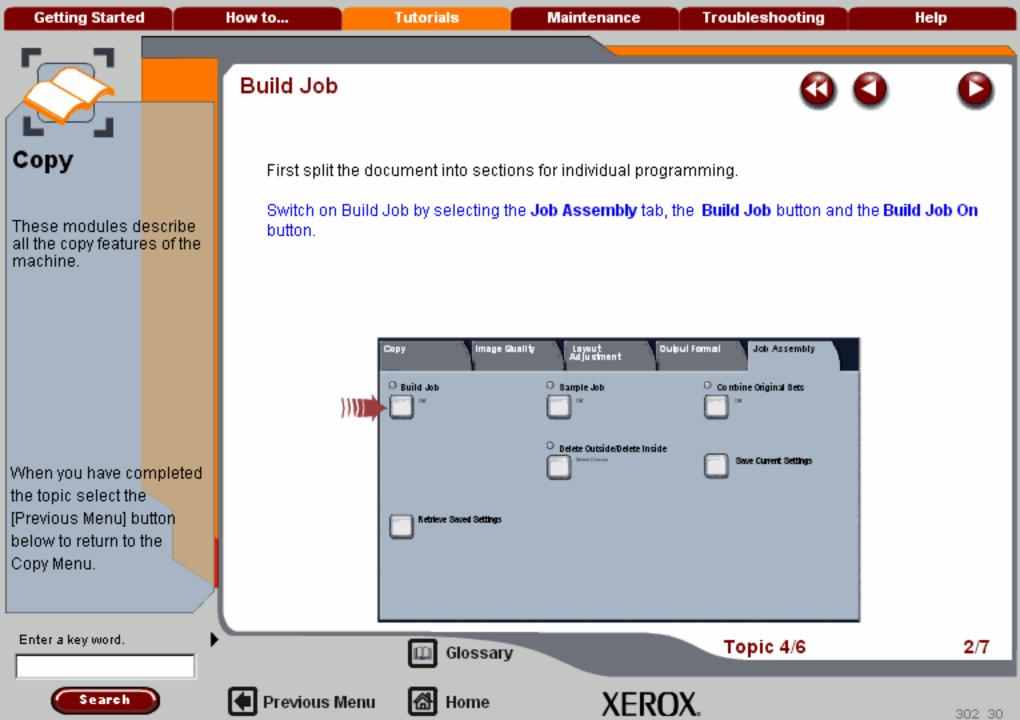


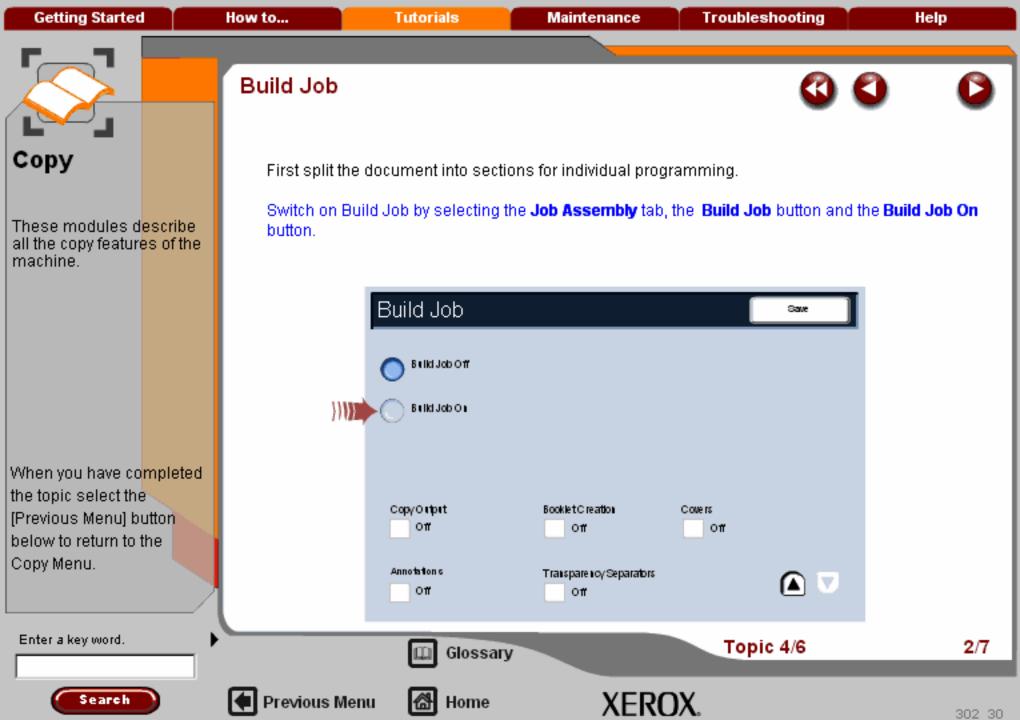




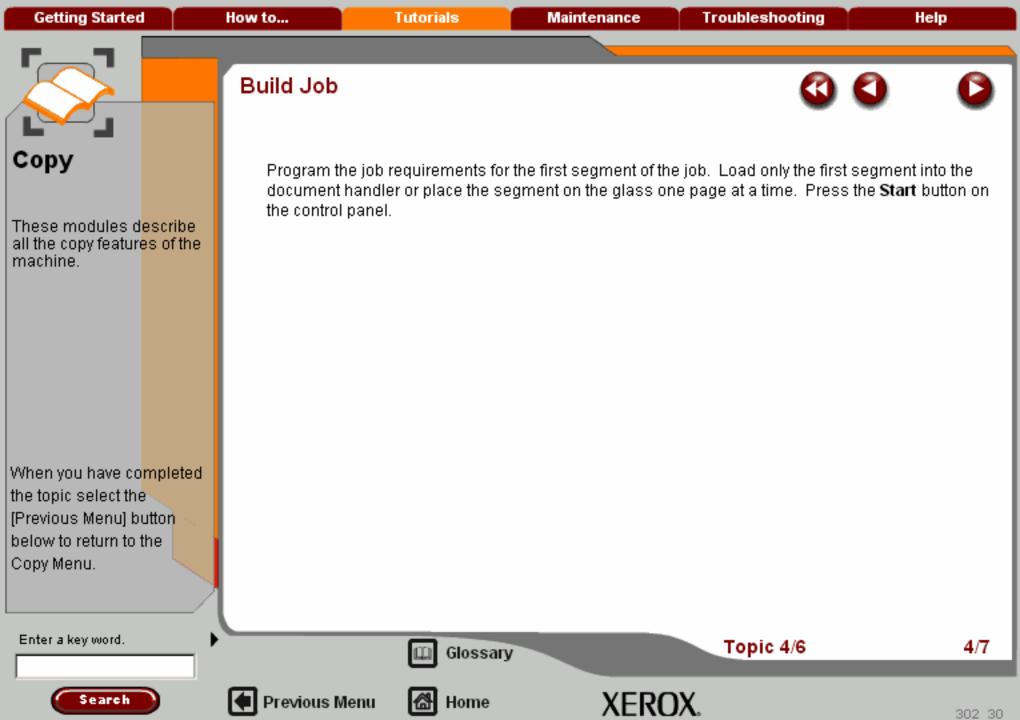


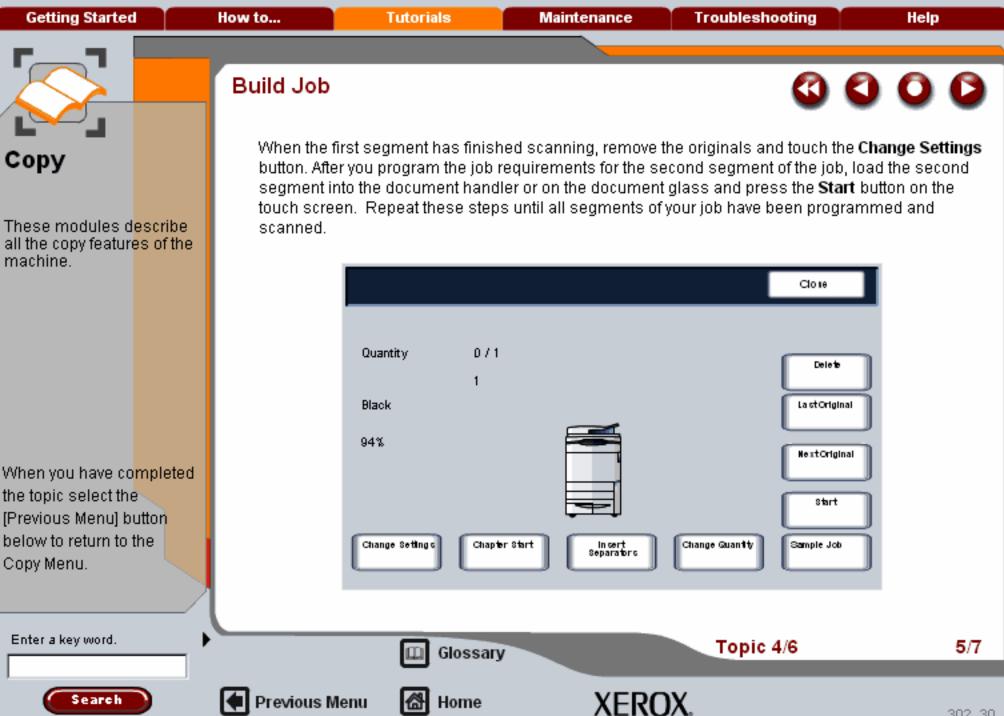


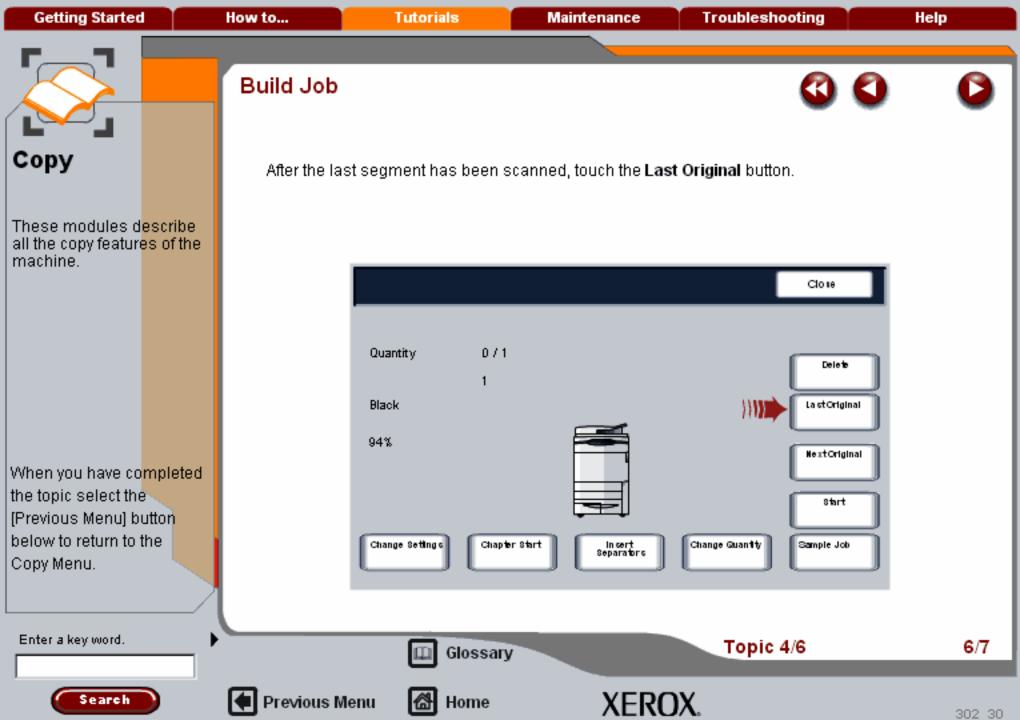


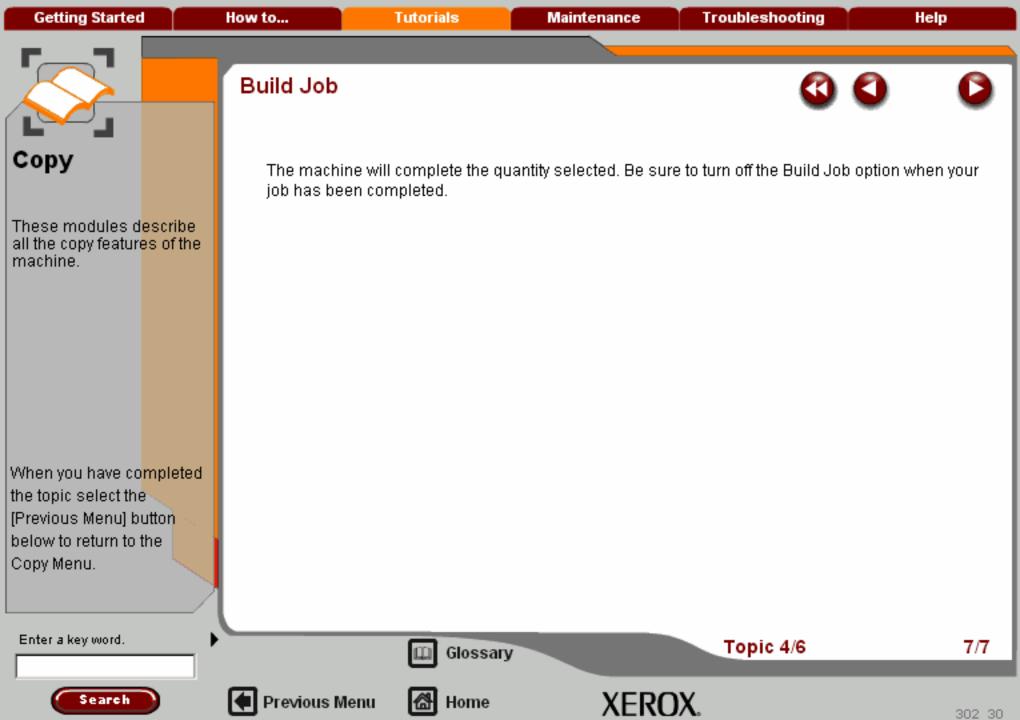


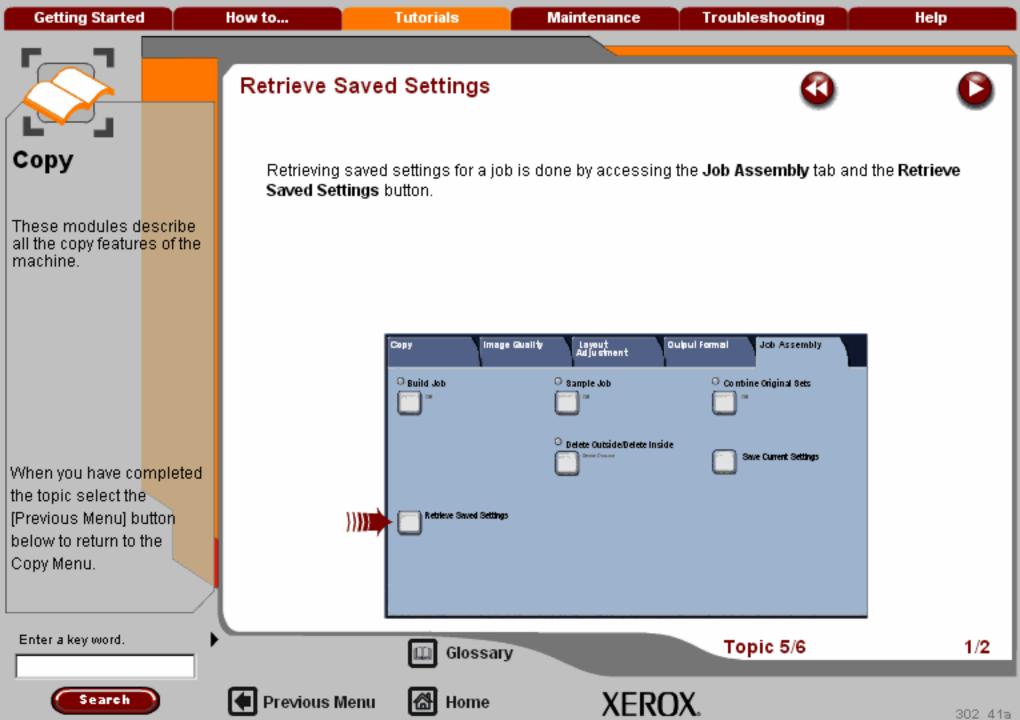














These modules describe all the copy features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Retrieve Saved Settings







Select the storage location number containing the saved settings. Touch the Load Settings button,

The saved settings overwrite the current features. You can modify the features further, using the touch screen. These additional modifications are not saved. When all program features are entered, load your documents and press the **Start** button.



Enter a key word.



Glossary

Topic 5/6

2/2

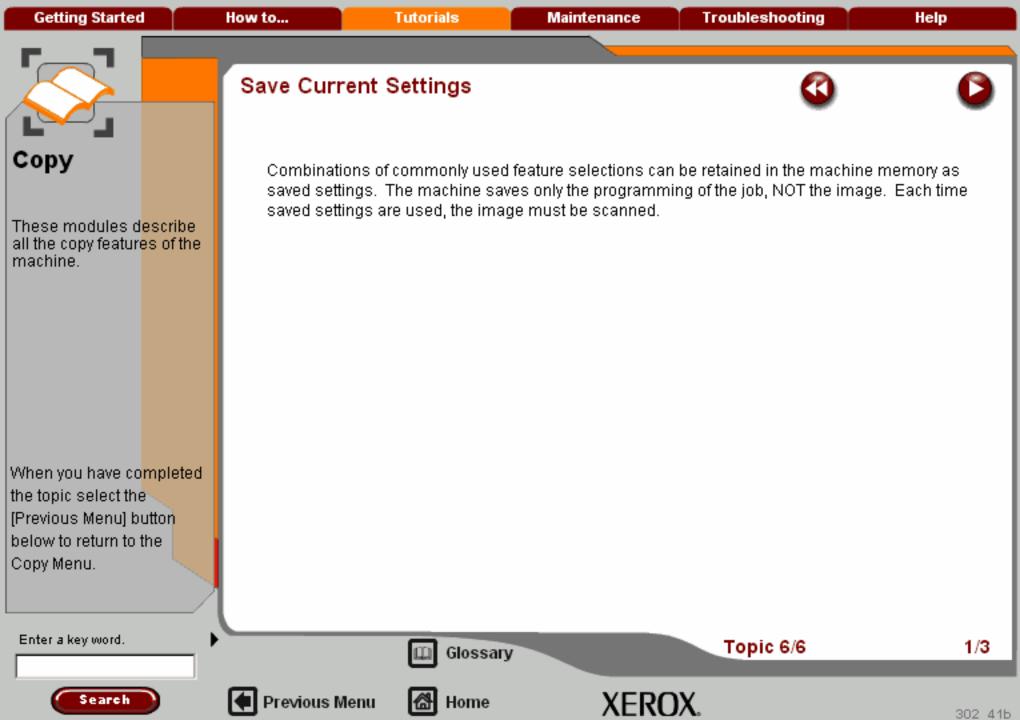


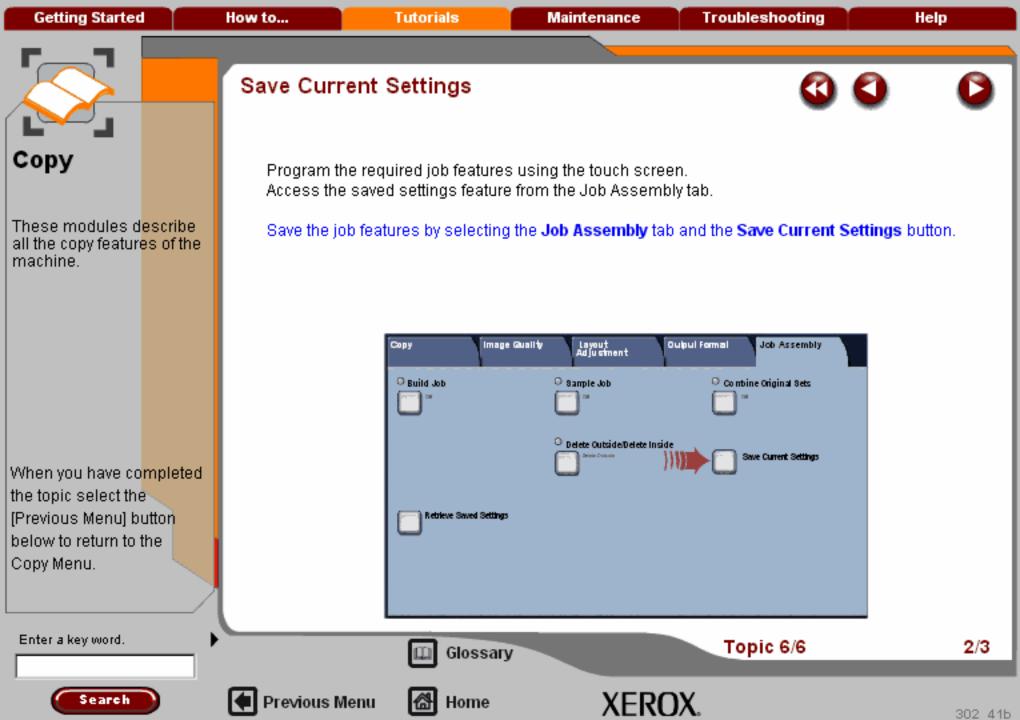


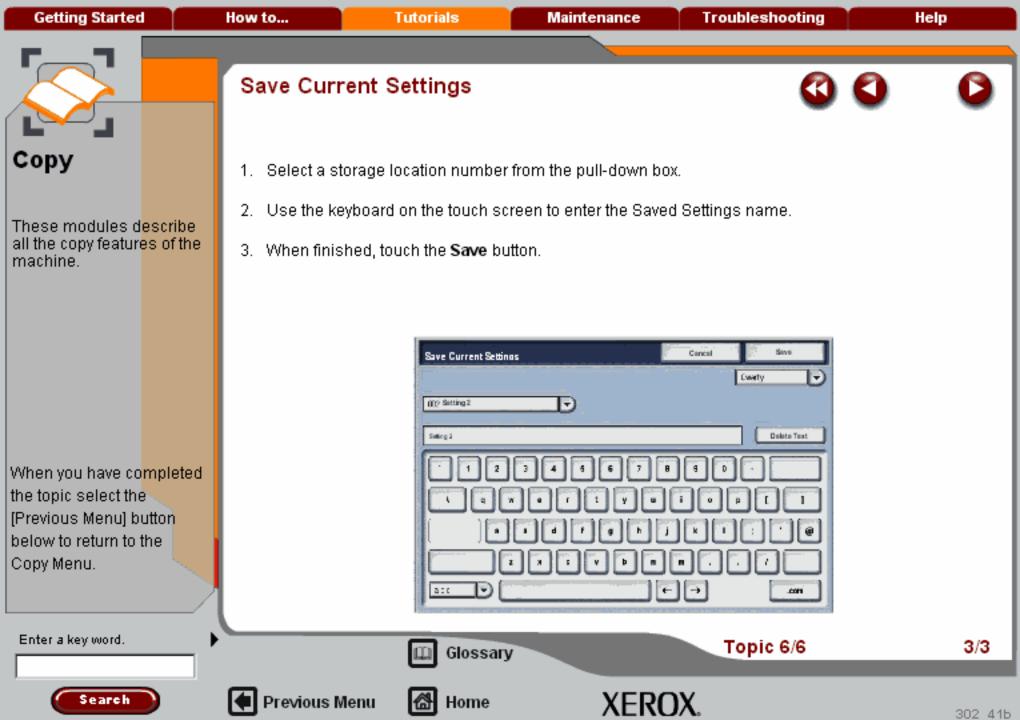


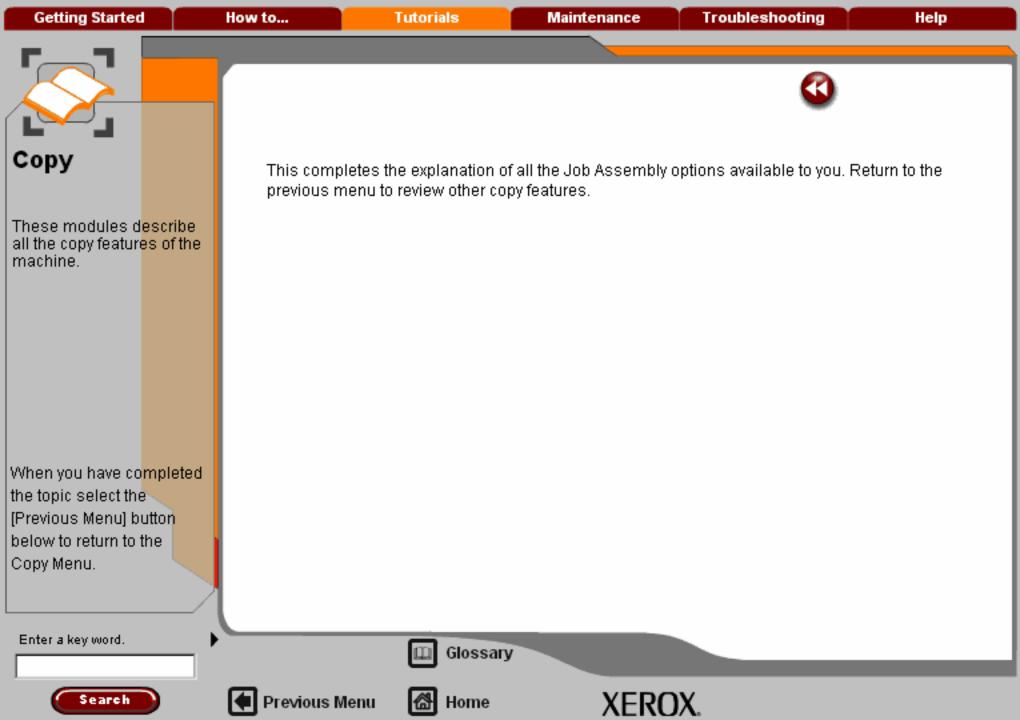
Home











Getting Started How to... Tutorials Maintenance Troubleshooting Help



Сору

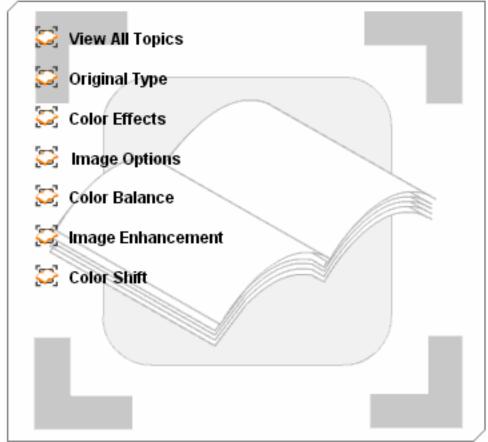
These tutorials explain the copying features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.





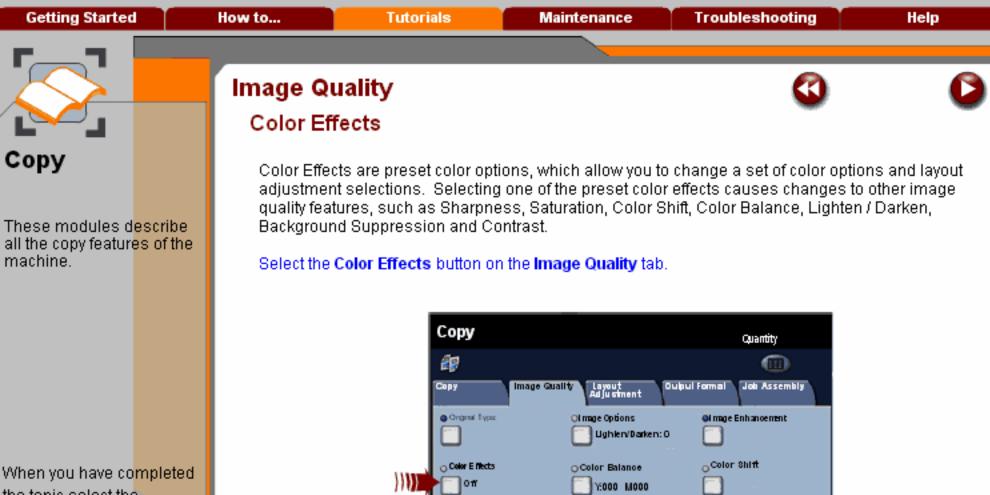
- Sides Imaged
- Reduce/Enlarge
- 🔀 Layout Adjustment >>>
- Output formats >>>
- Job Assembly >>>
- Output Color











When you have complete the topic select the [Previous Menu] button below to return to the Copy Menu.

Glossary

Topic 2/6

1/3



Enter a key word.

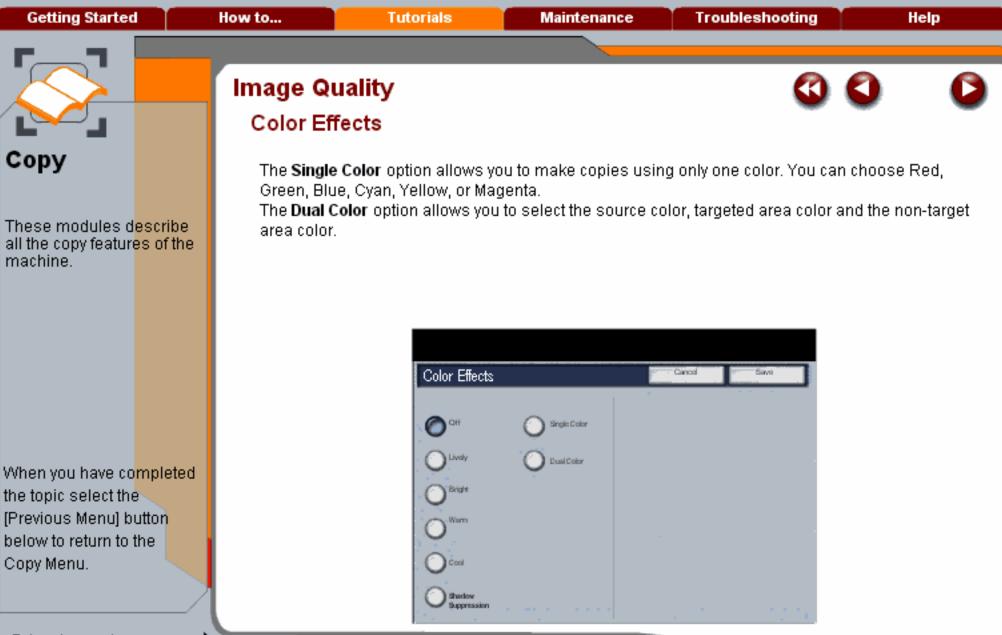




Home



C:000 K:000



















These modules describe all the copy features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

Image Quality







Color Effects

The **Off** setting causes the Auto Exposure, Lighten/Darken, Contrast, Sharpness/Color Saturation, Color Shift, and Color Balance levels to return to their default settings.

The **Lively** setting raises the color saturation to produce fresher images.

The **Bright** setting produces images that have a brighter appearance and enhanced contrast.

The Warm setting produces colors that have a slightly low density with more dominant reds.



Enter a key word.



Topic 2/6

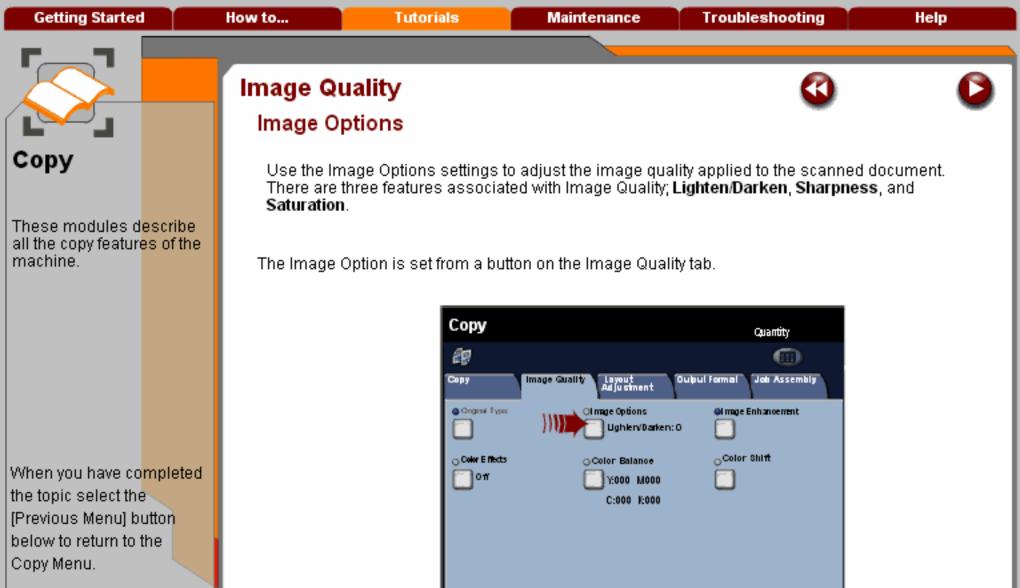
3/3



Previous Menu







Enter a key word.

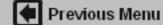


Glossary



1/3











These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Image Quality

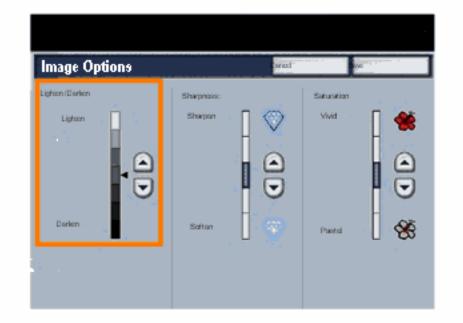




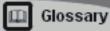


Image Options

Lighten/Darken provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.

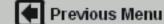


















Getting Started How to... Tutorials Maintenance Troubleshooting Help



These modules d<mark>escribe</mark> all the copy features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Image Quality





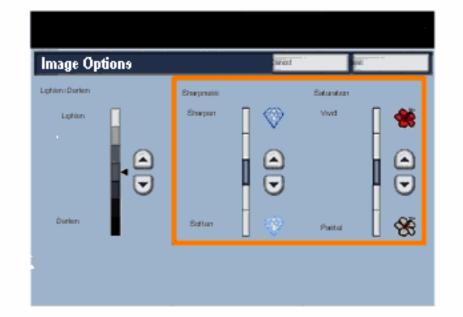


Image Options

Sharpness this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Saturation allows colours to become more or less vivid. To make the colours on your output more vivid, move the slide bar up. To create a less vivid output, or a pastel effect, move the slide bar down. To keep the output normal, do not adjust the saturation.





Glossary

Topic 3/6

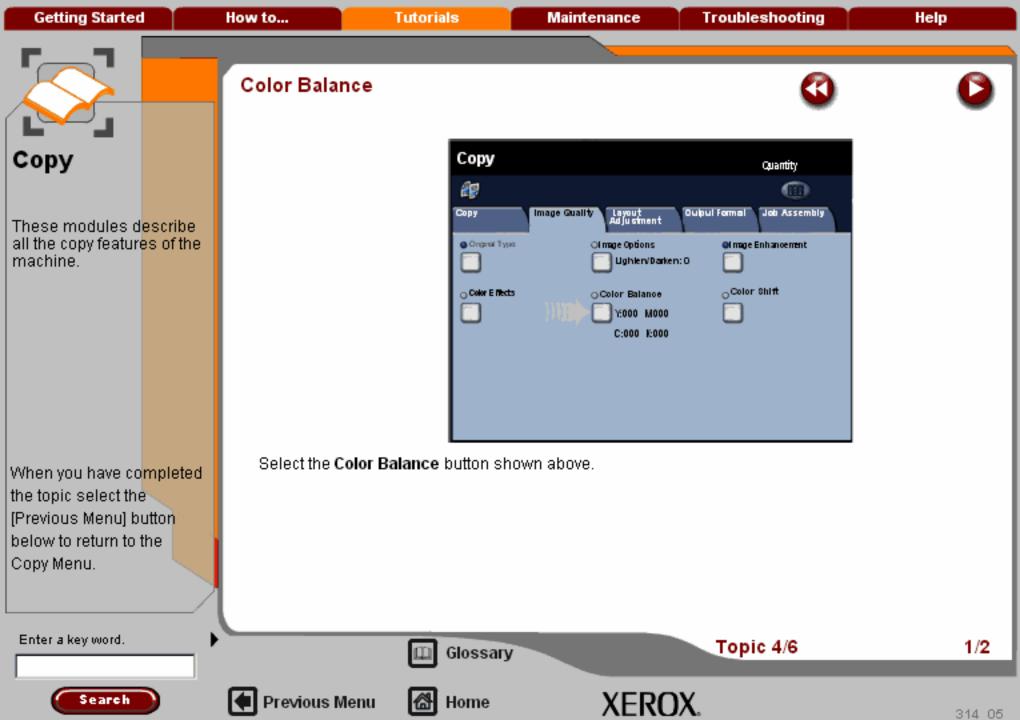


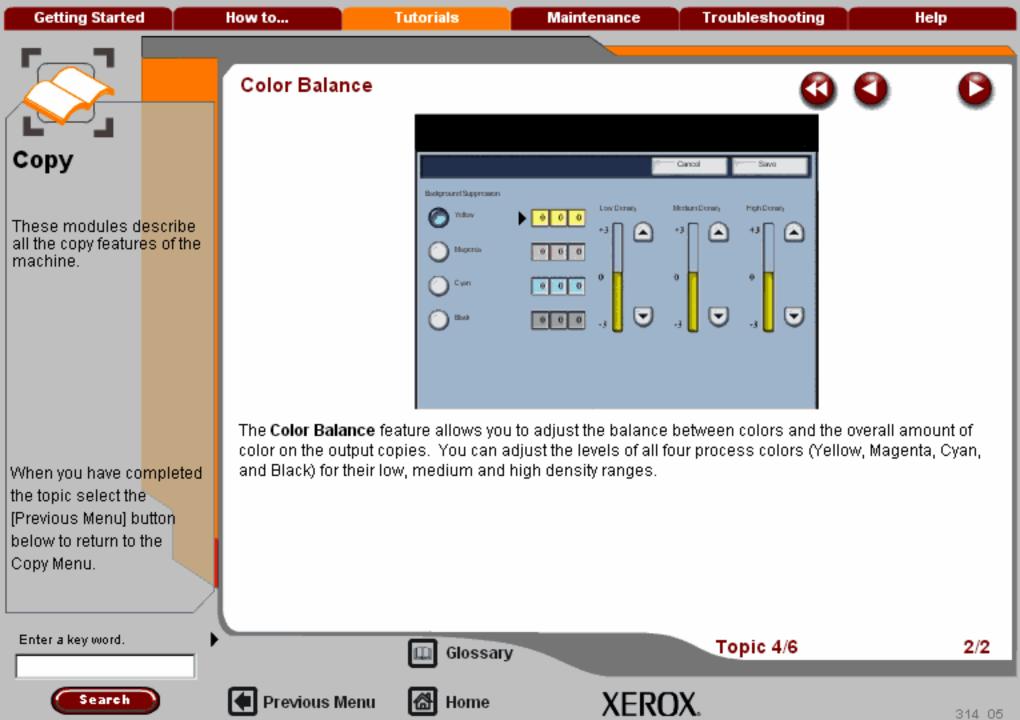
















These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Image Quality

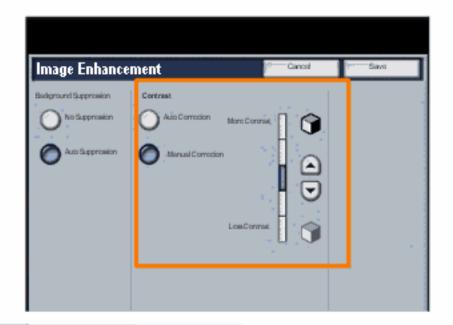






Image Enhancement

The **Contrast** feature controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures. Contrast selections are either **Auto** or **Manual** Correction. Auto correction automatically chooses the best settings for your job.



Enter a key word.



Glossary

Topic 5/6













These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Image Quality







Image Enhancement

Background Suppression enhances documents that have coloured backgrounds, by reducing or eliminating the background from your original.

By default Background Suppression is set to Off. Select the On button when:

- scanning from an original on coloured paper,
- scanning an original from a newspaper,
- scanning an original from a magazine,
- scanning a thin original with an image that "shows through".



Enter a key word.



Glossary

Topic 5/6

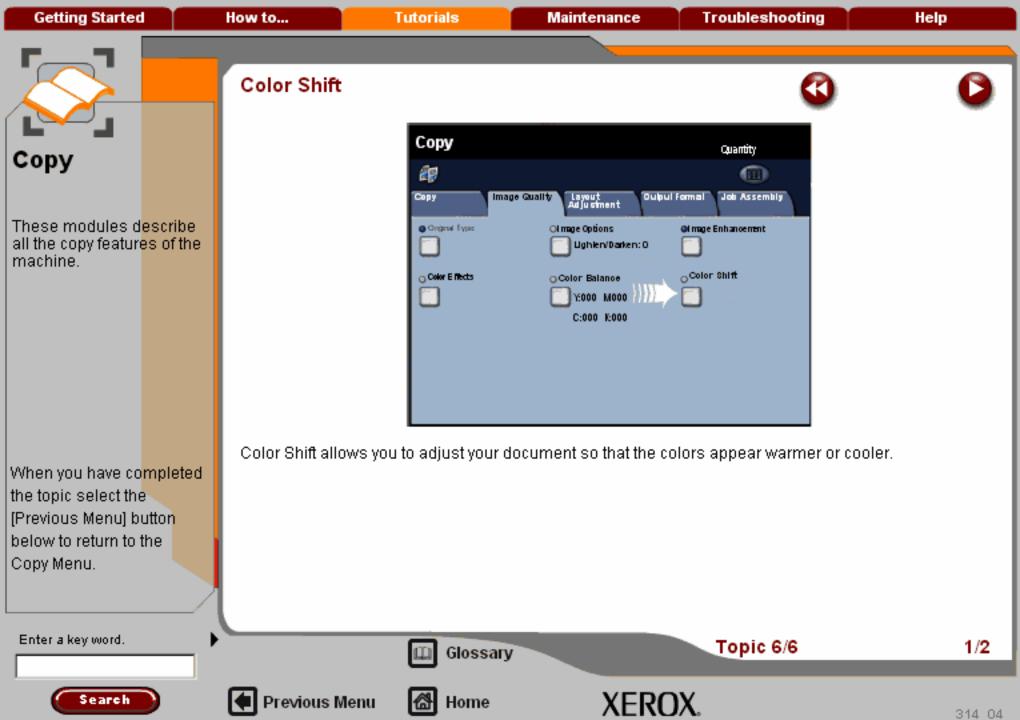


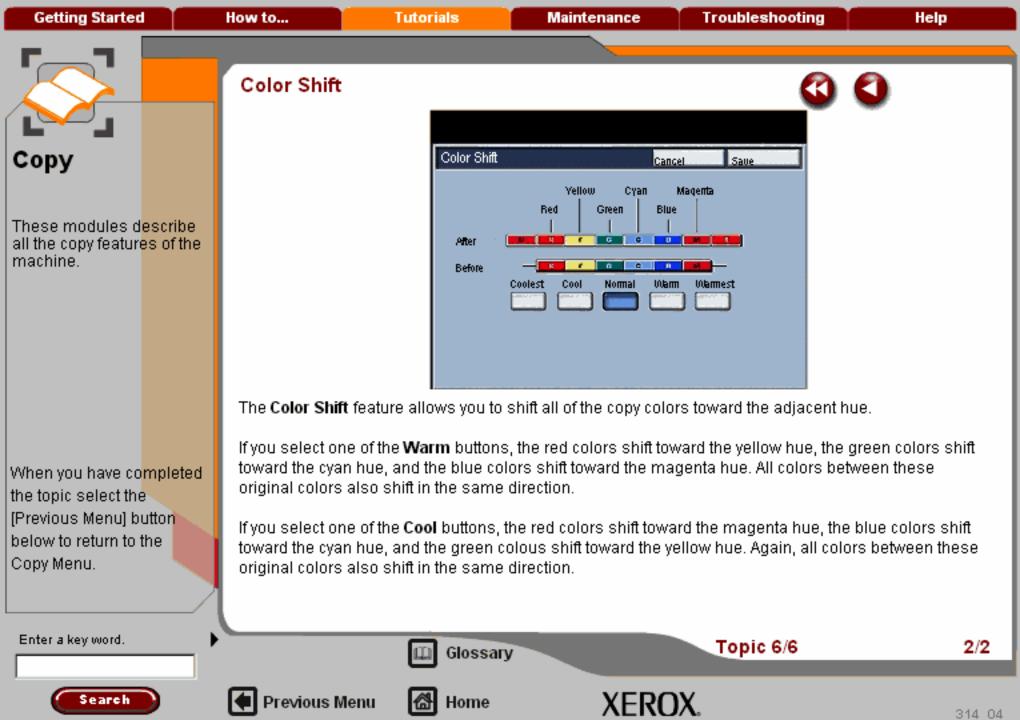


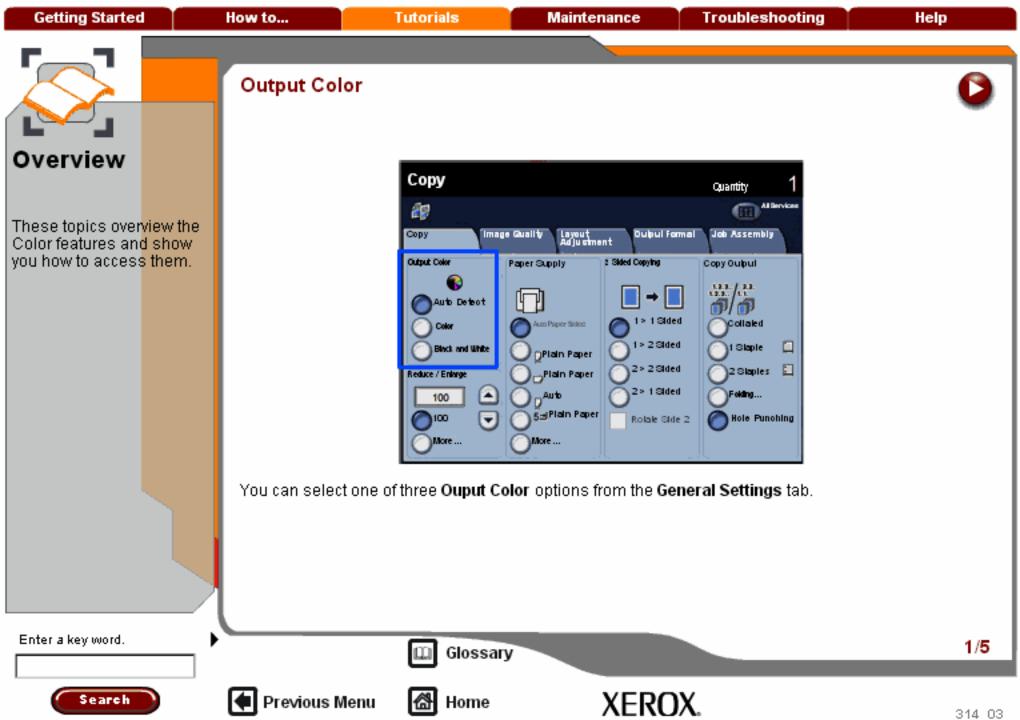


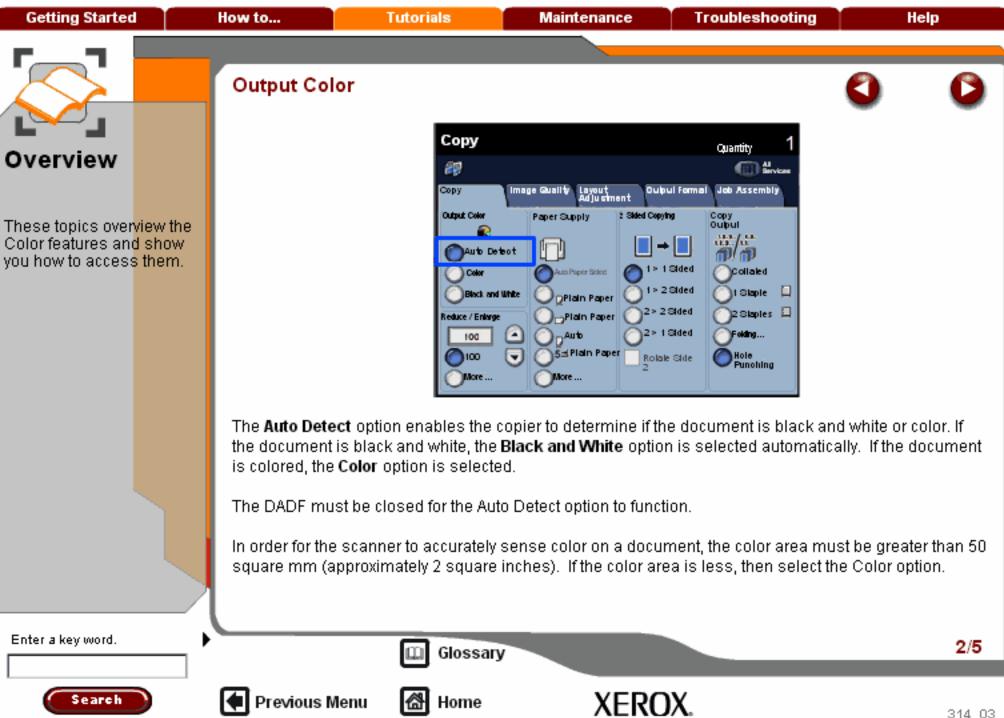


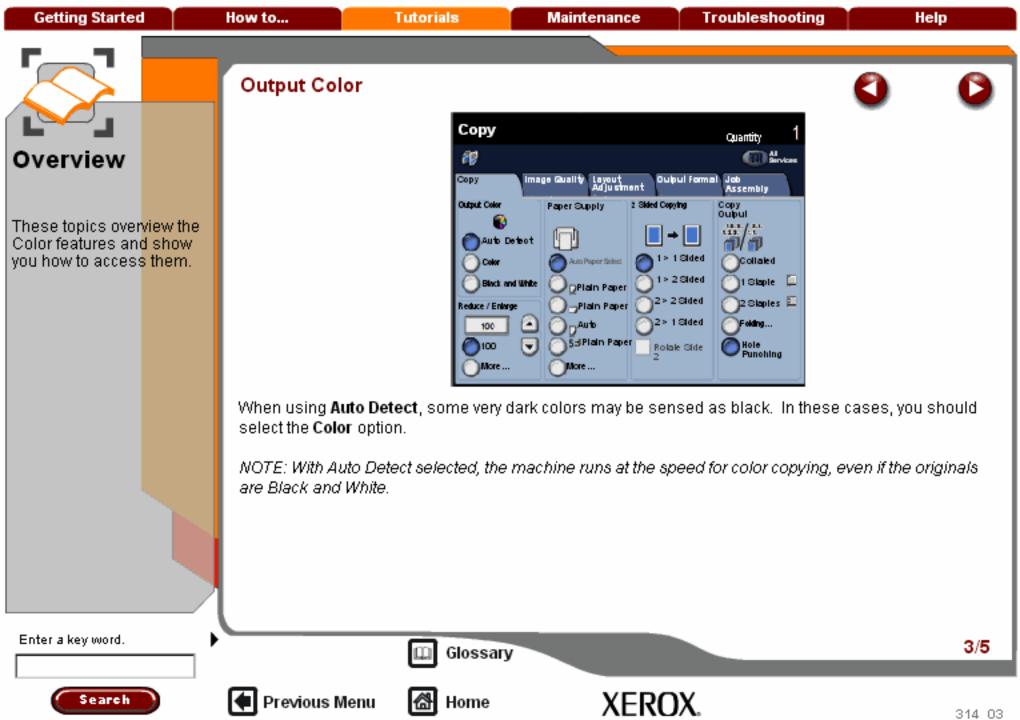


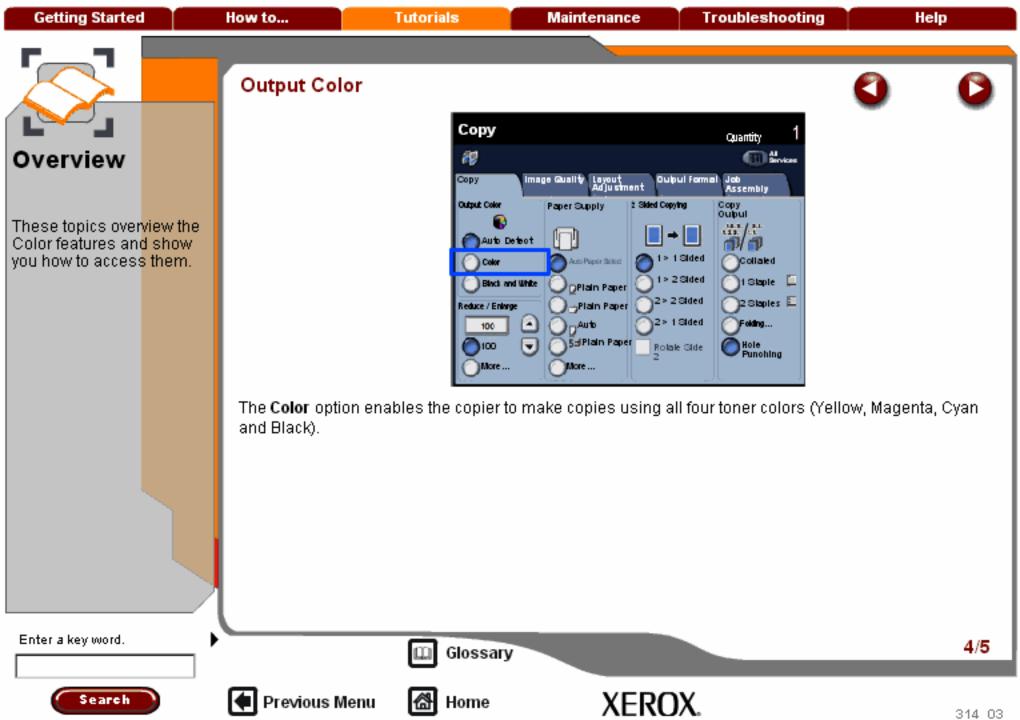


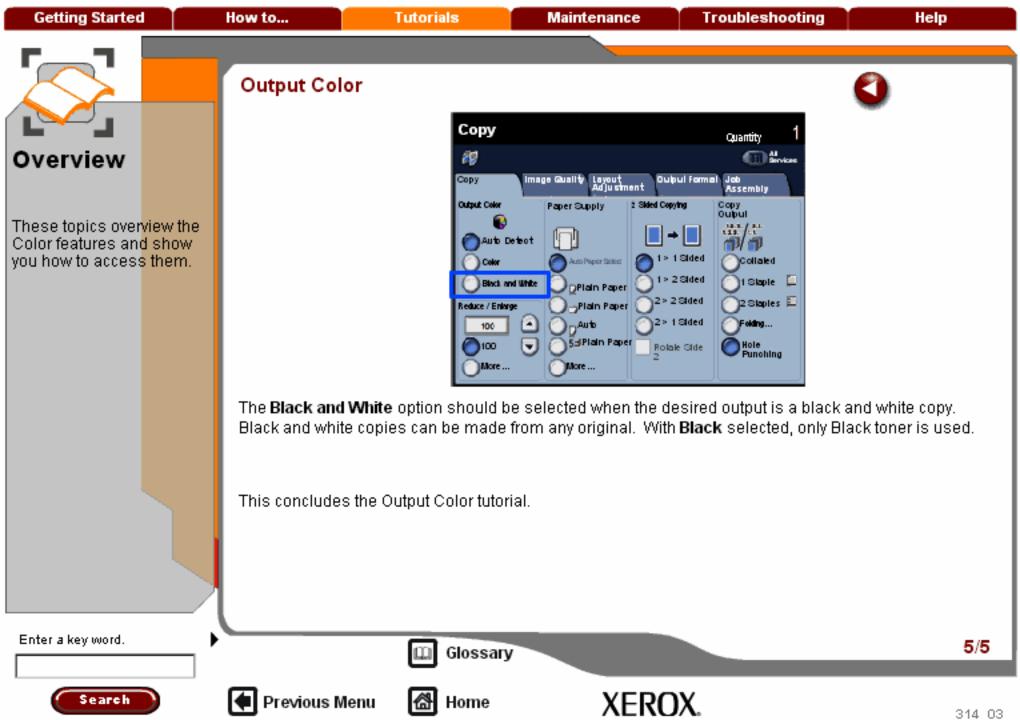












Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Your machine is equipped with a basic Fax option. This is often referred to as Basic Fax, Embedded Fax, and sometimes just Fax.

FAX - Embedded

Server Fax

LAN Fax







Getting Started How to... Tutorials Maintenance Troubleshooting Help



TAX - Embedded

These tutorials explain the Embedded fax features of the machine.

Simple Faxing

Fax Overview

The Fax Tab >>>

Layout Adjustment >>>

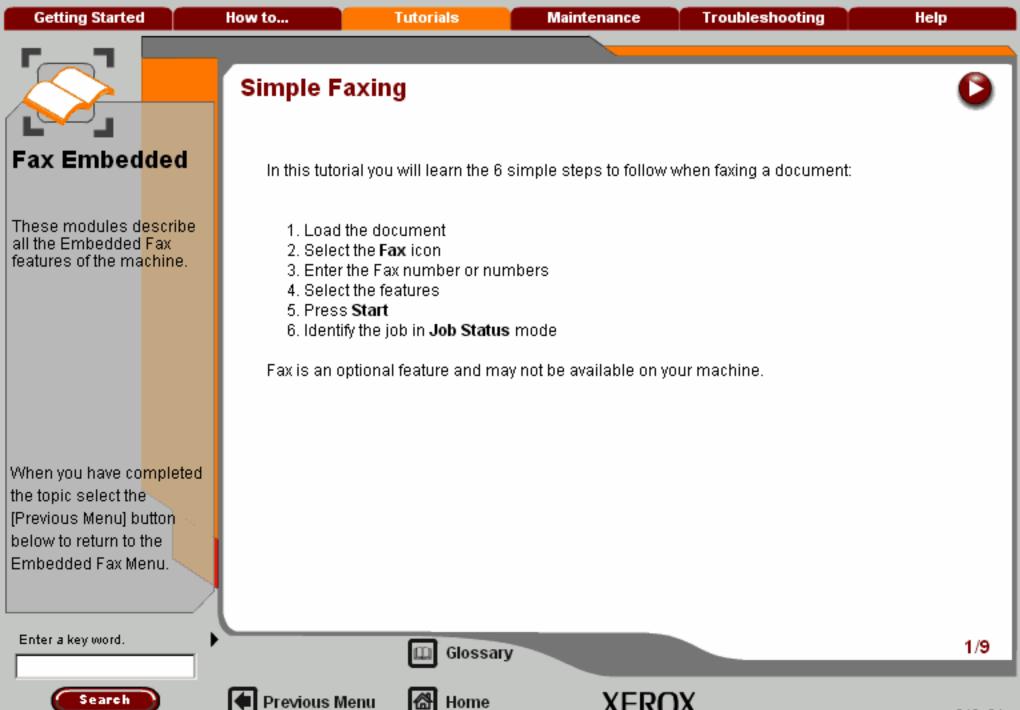
Fax Options >>>

More Fax Options >>>









These modules describe all the Embedded Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu. A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

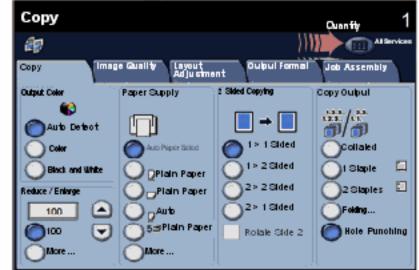












When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the

Search

Embedded Fax Menu.

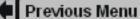
These modules d<mark>escribe</mark> all the Embedded Fax

features of the machine.

Select the All Services icon, then select the Fax icon.

Enter a key word.







Home

Glossary





These modules describe all the Embedded Fax

features of the machine.

Simple Faxing







2. Select the Fax icon



Select the **All Services** icon, then select the **Fax** icon. ve completed

Previous Menu

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Search

Enter a key word.



Glossary







These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Simple Faxing







3. Enter the Fax number



Using the numeric keypad on the control panel enter the required fax number. Alternatively, use the machine Address Book to select a previously stored fax number. For more information on entering a fax number and the Address Book, go to the module titled Dialing Options.

Enter a key word.



Glossary



Previous Menu





These modules describe all the Embedded Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Simple Faxing







3. Enter the Fax number

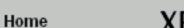


To send your fax to more than one recipient, after entering the fax number select the **Add** button. Enter the next fax number and select the **Add** button again. Repeat the steps until all the required fax numbers are within the Address list. This will build up a list of all the numbers you wish to fax to.

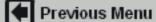
Enter a key word.



Glossary











Additional fax features are found on the other tabs. For more information about the additional fax features, go to the modules titled Layout Adjustment, Fax Options, or More Fax Options within this tutorial.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

These modules d<mark>escribe</mark> all the Embedded Fax

features of the machine.





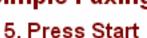


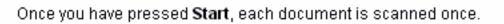


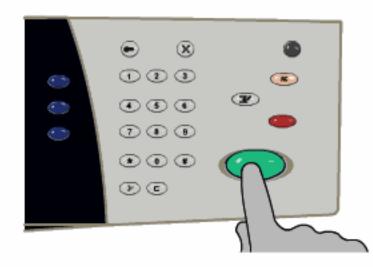
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Simple Faxing







Your fax job will be submitted to the fax queue, ready to be transmitted.











These modules describe all the Embedded Fax features of the machine.

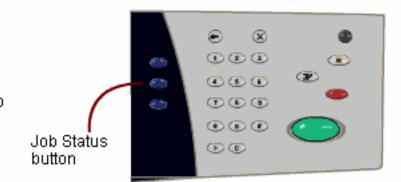
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Simple Faxing



Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.



Glossary



Previous Menu

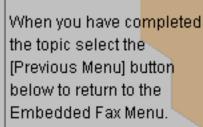
্ল Home







These modules describe all the Embedded Fax features of the machine.







Whenever you copy, fax or scan a document, either from the document handler or from the document glass, a digital image (bitmap) of your document will be created.

The next few screens explain the fax options available to you so that you can make the appropriate selections for your fax job.

Enter a key word.



Glossary



Previous Menu

Home





These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

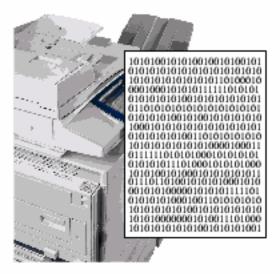
Fax Overview











The fax method you use depends upon where you want to send the scanned image of your document. You have several choices:

- 1 send the images to a fax machine. This is called Basic Fax.
- 2 attach the images to an E-mail and send them to a multifunctional machine that is connected to the internet and is enabled to accept internet faxes. This is called Internet Fax.

Enter a key word.



Glossary







These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Fax Overview







Basic Fax

Previous Menu



Basic Fax, sometimes referred to as Embedded Fax will scan your documents and send them to any type of fax machine that is connected to a telephone network. Your images are sent from your machine directly to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

Enter a key word.



Glossary









When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

all the Embedded Fax features of the machine.

> Internet Fax allows you to send your scanned images to another internet fax machine. This type of fax travels over the internet or intranet and will therefore be charged at internet or intranet rates.

Refer to the Internet Fax tutorial for more information.

Enter a key word.

Search

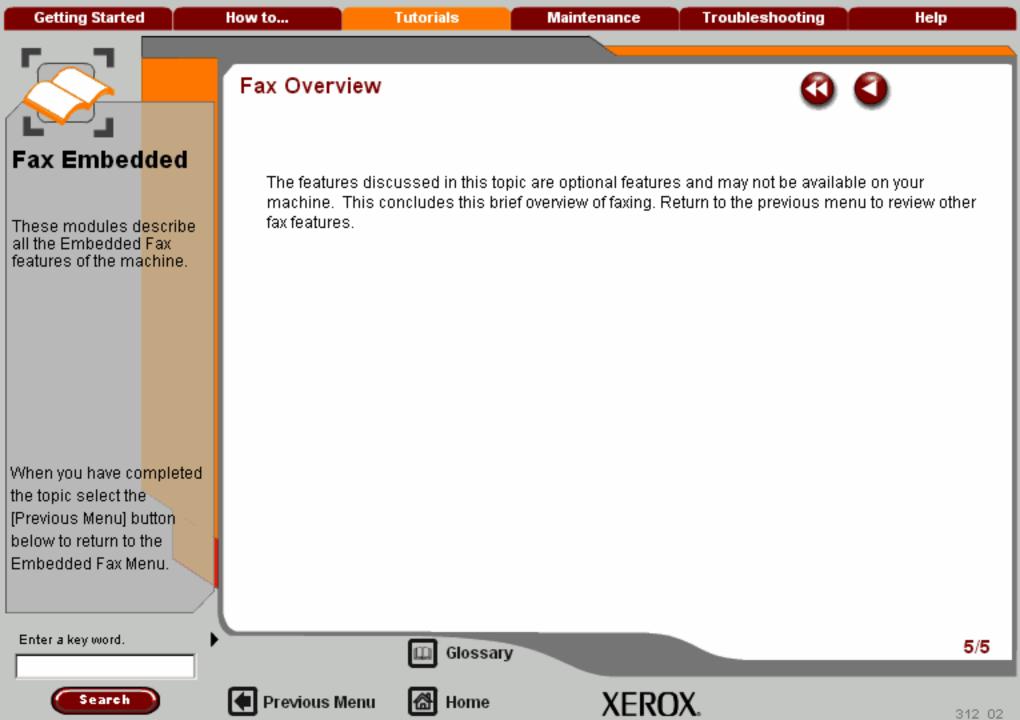


Glossary



Previous Menu





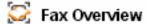
Getting Started How to... Tutorials Maintenance Troubleshooting Help



FAX - Embedded

These tutorials explain the Embedded fax features of the machine.



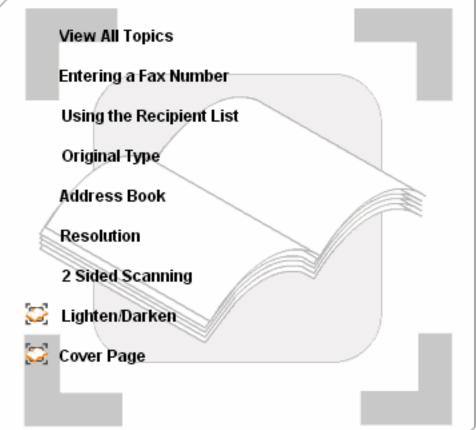




Layout Adjustment >>>

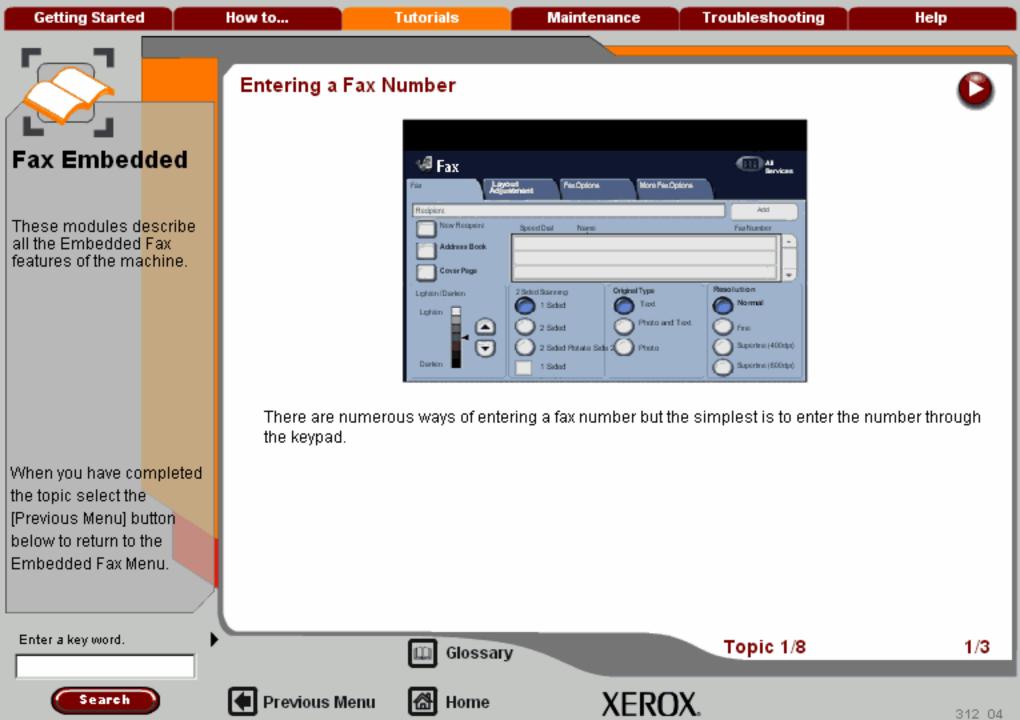
Fax Options >>>

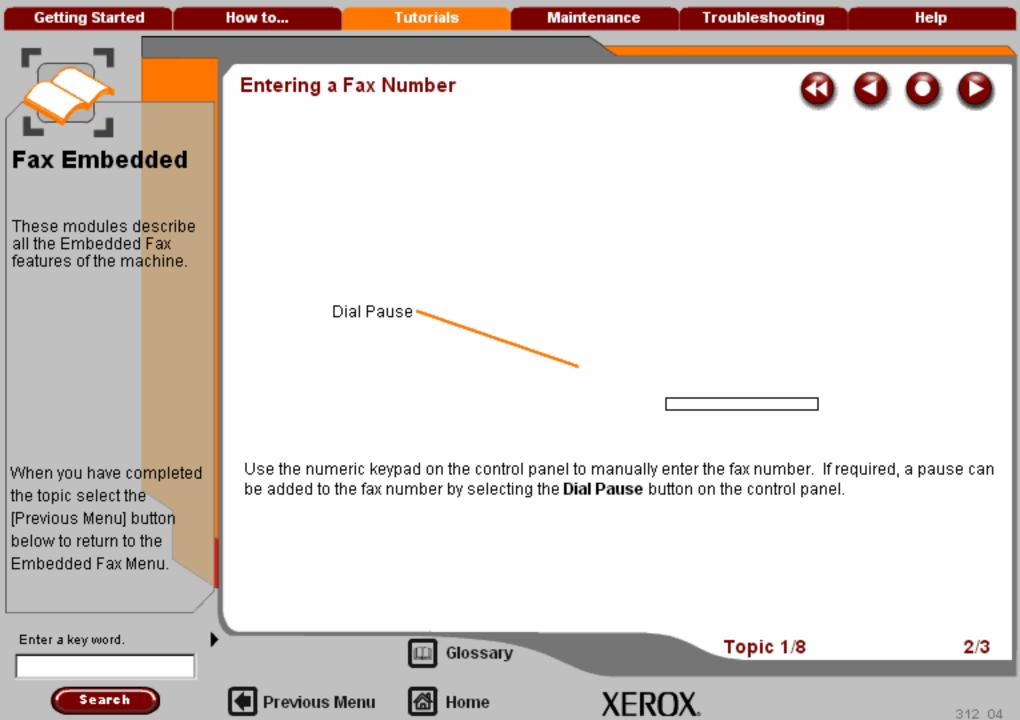
More Fax Options >>>













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These modules describe all the Embedded Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Entering a Fax Number









The fax number will appear in the fax window. If you make a mistake and wish to change the number press the button marked C on the keypad and enter the new number. Load your document and press the **Start** button and your fax will be sent.



Enter a key word.



Glossary

Topic 1/8

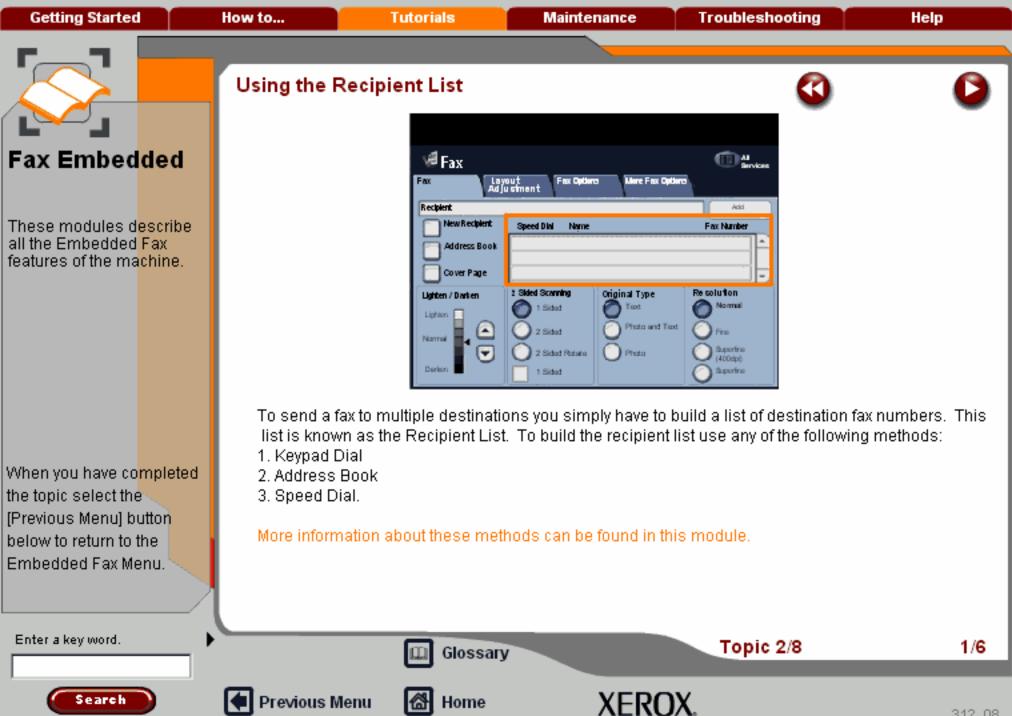


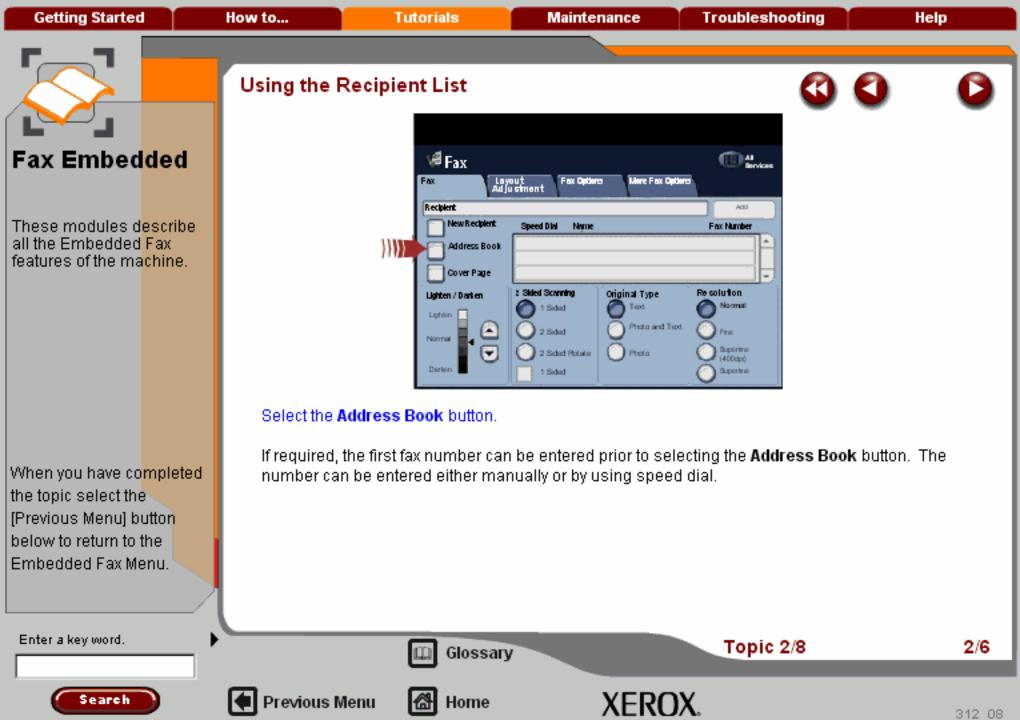


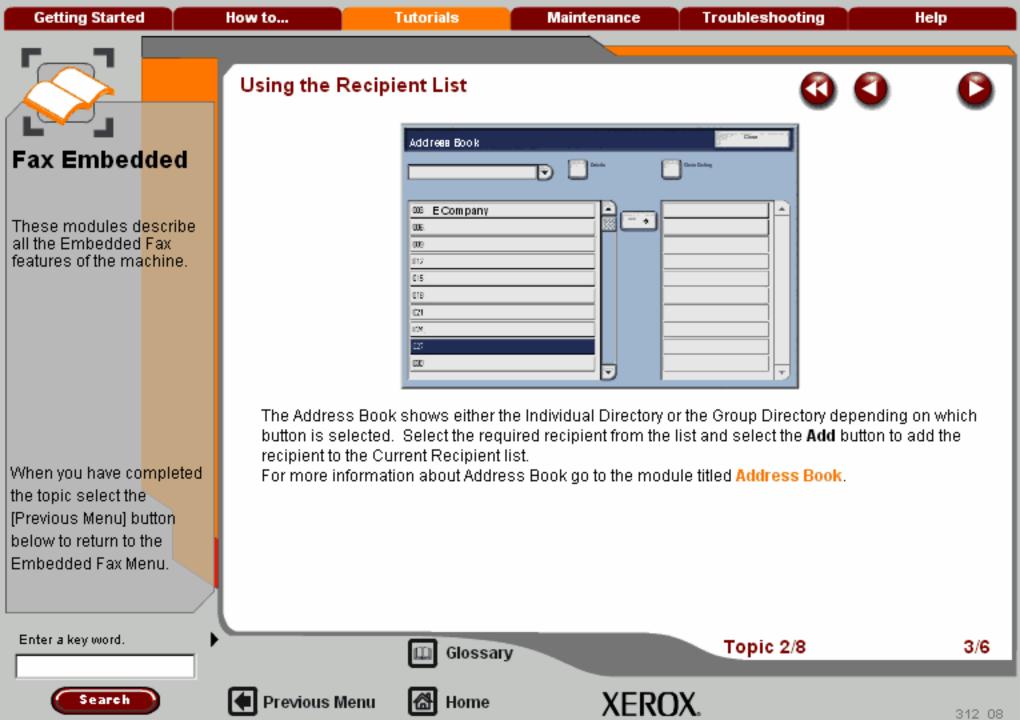


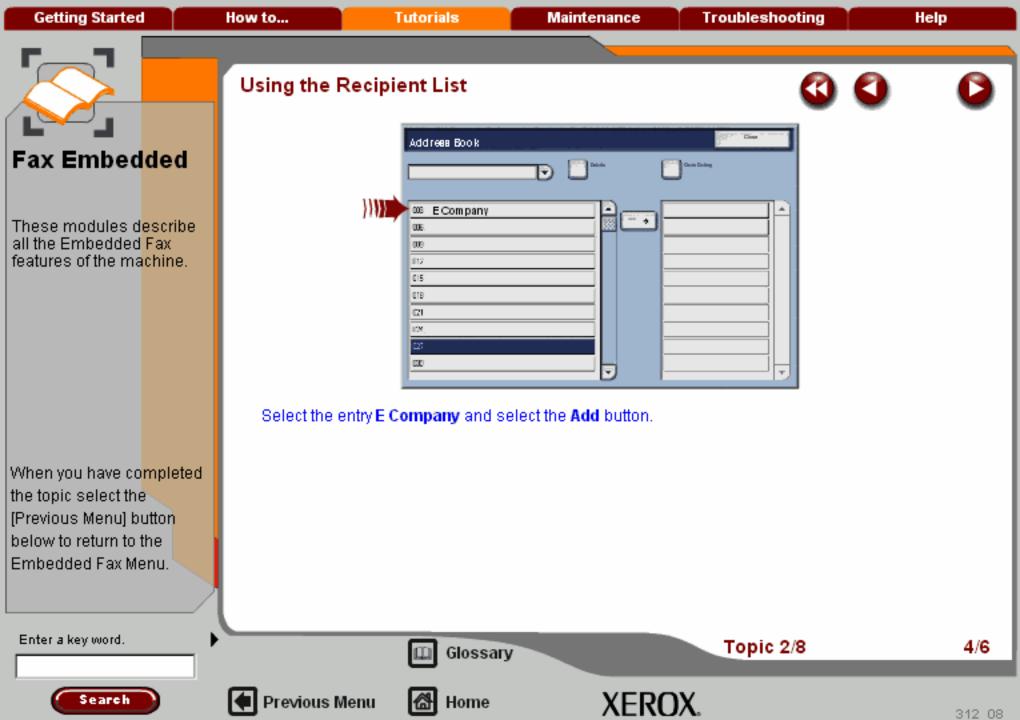


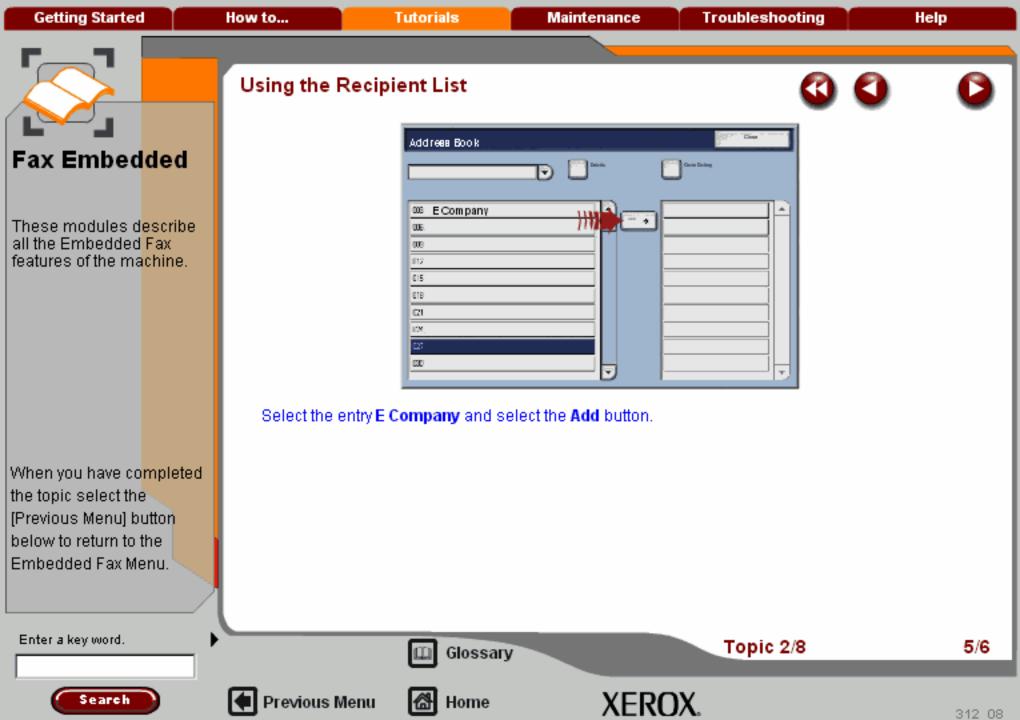


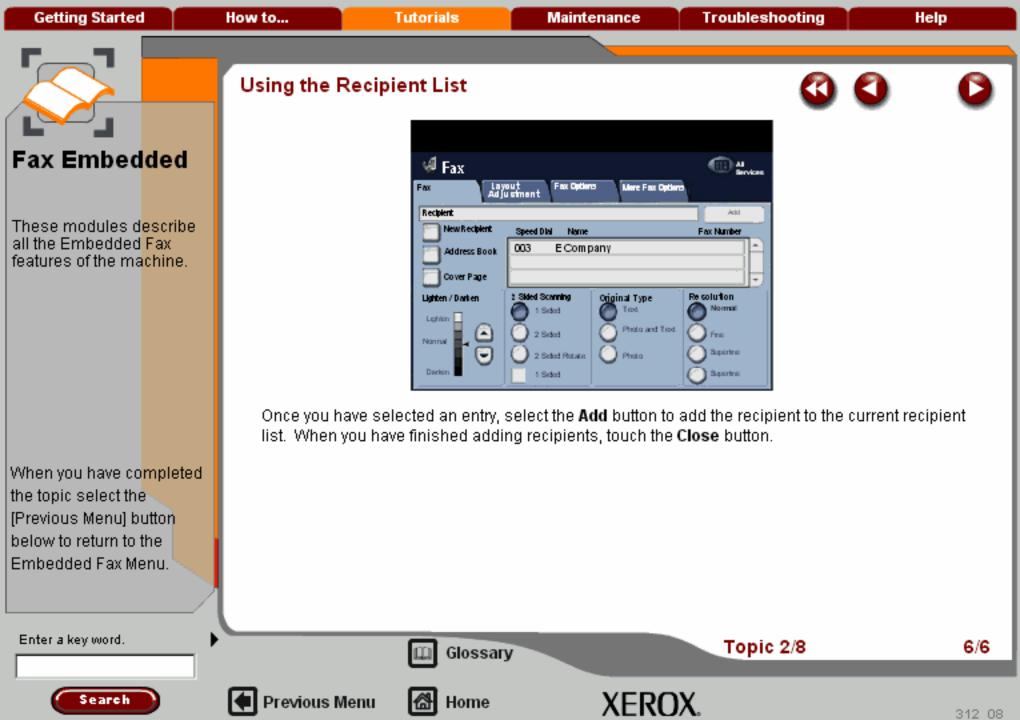


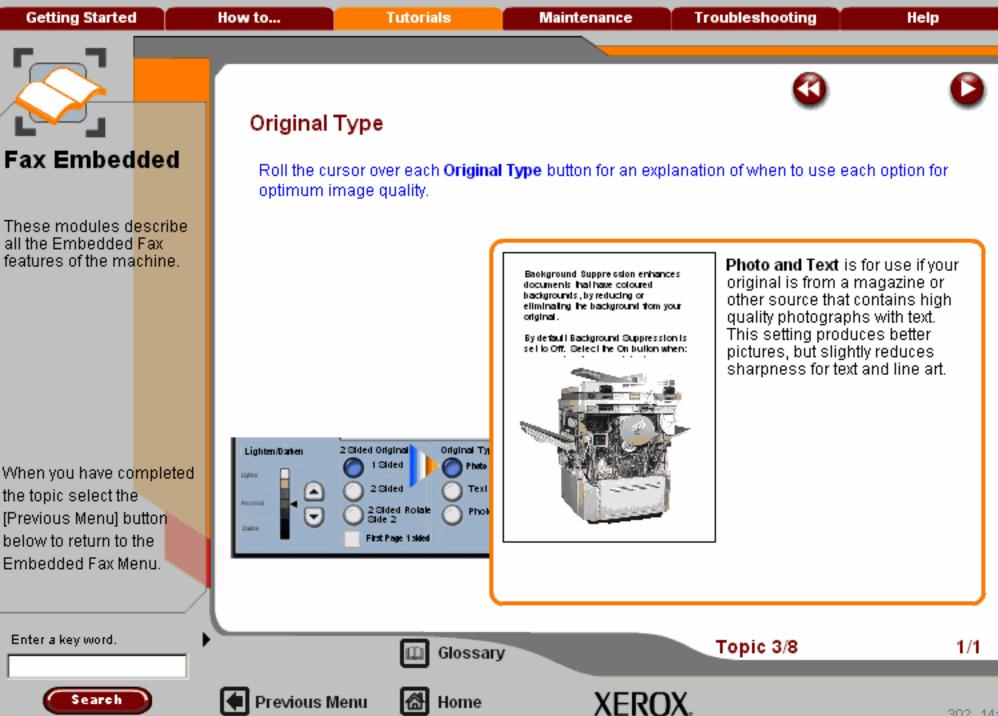


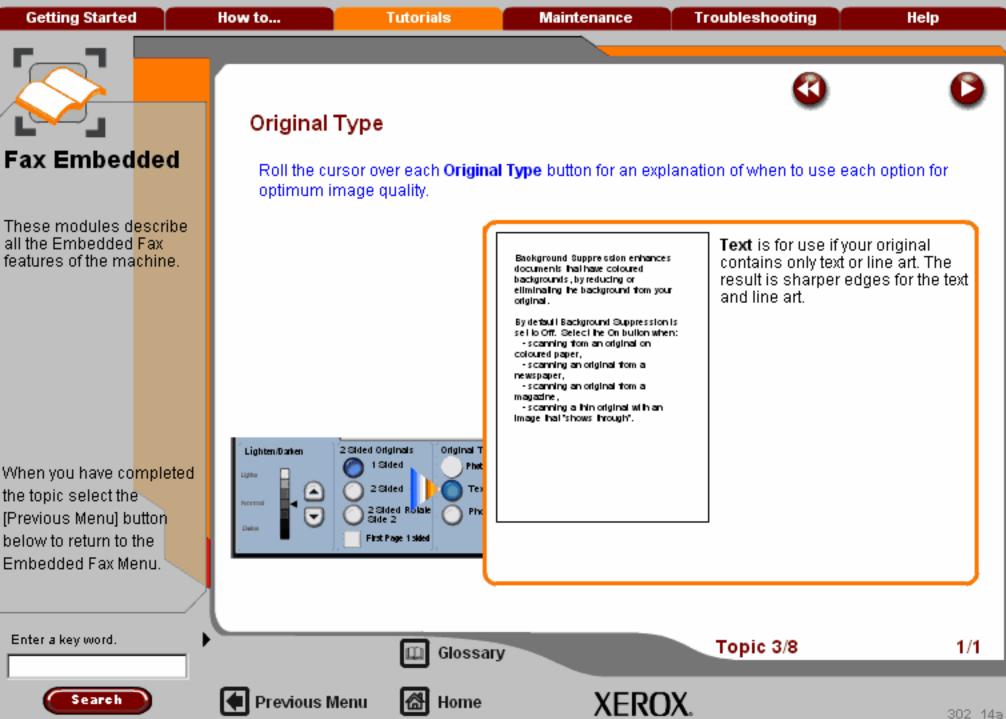




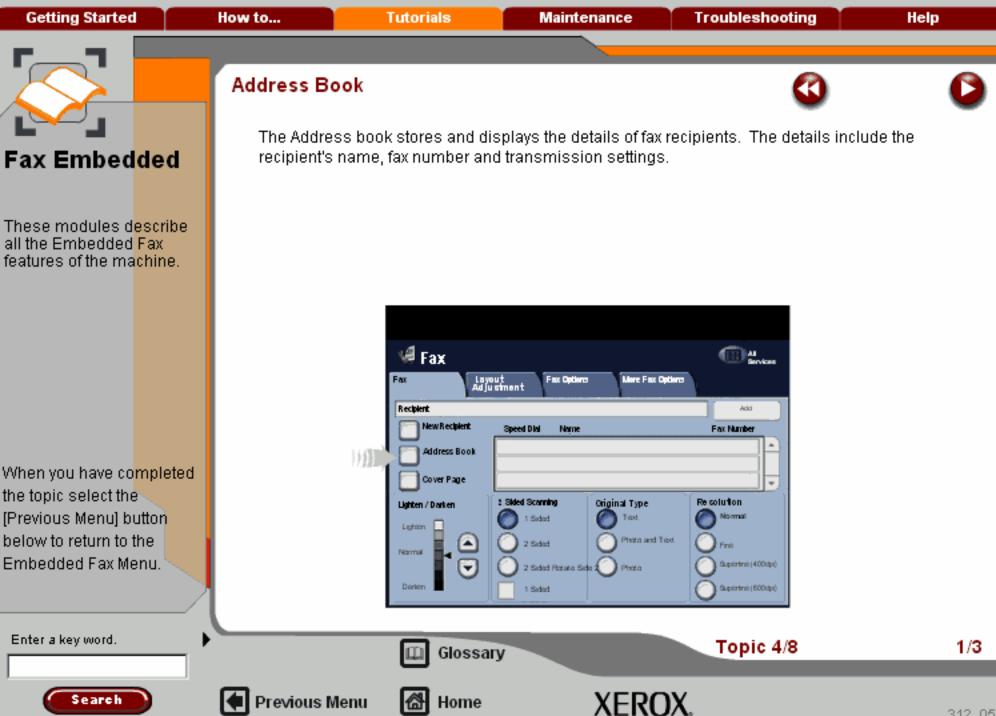


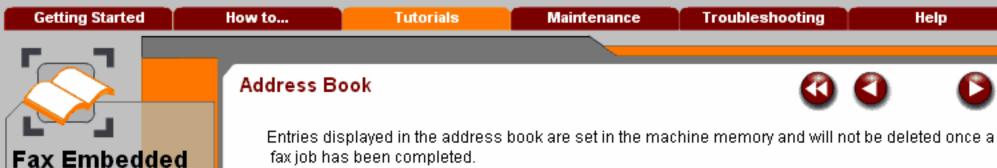






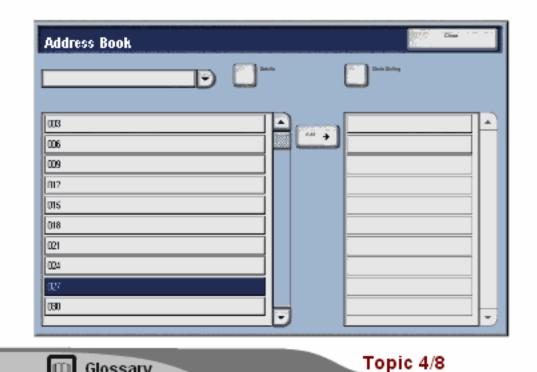






fax job has been completed.

The address book stores either 200 or 1000 entries, depending on the machine memory installed.

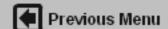


When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

These modules describe all the Embedded Fax features of the machine.

Search

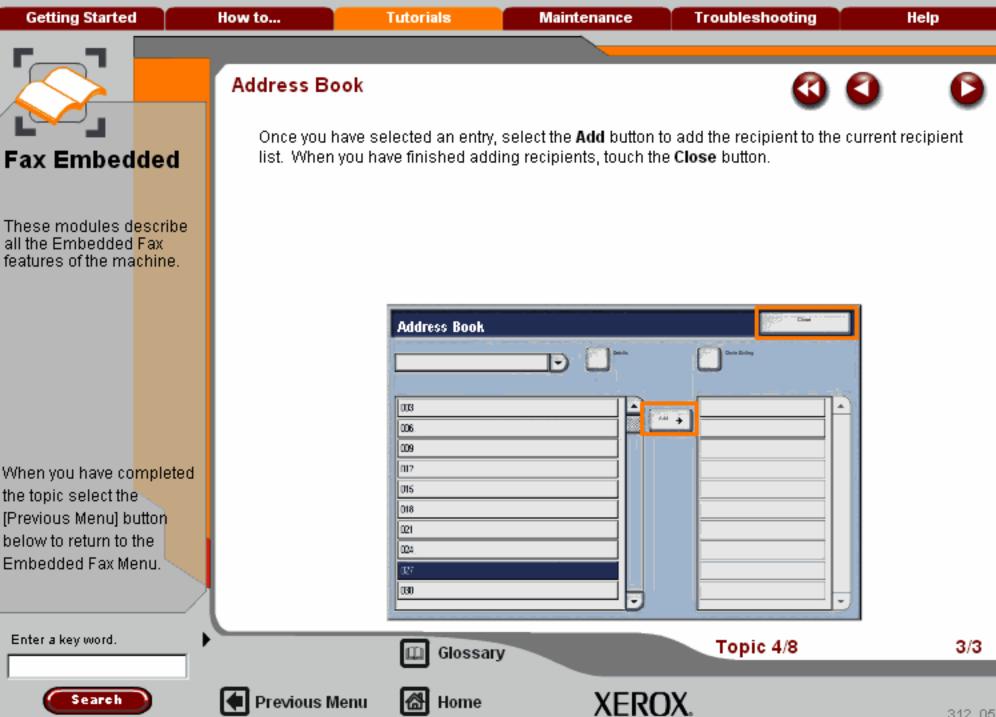
Enter a key word.

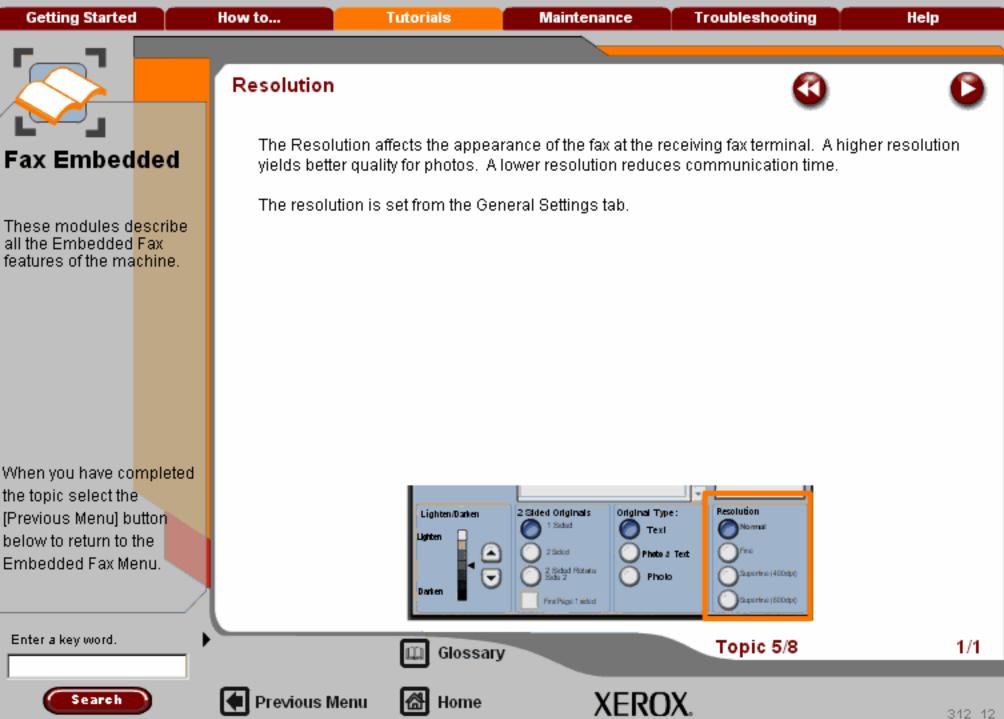


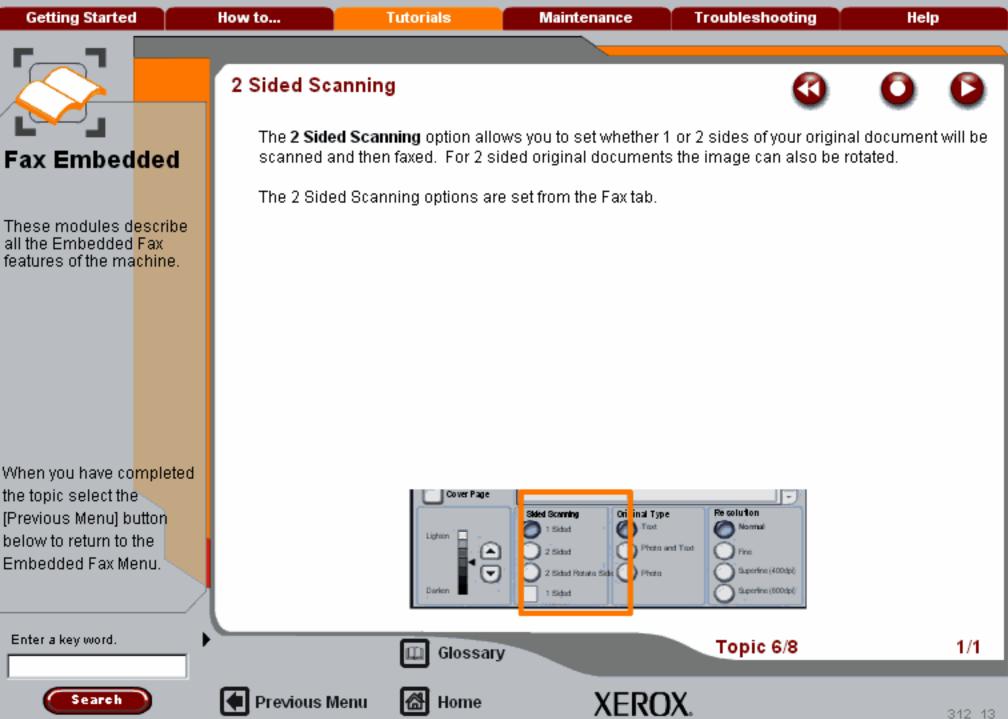


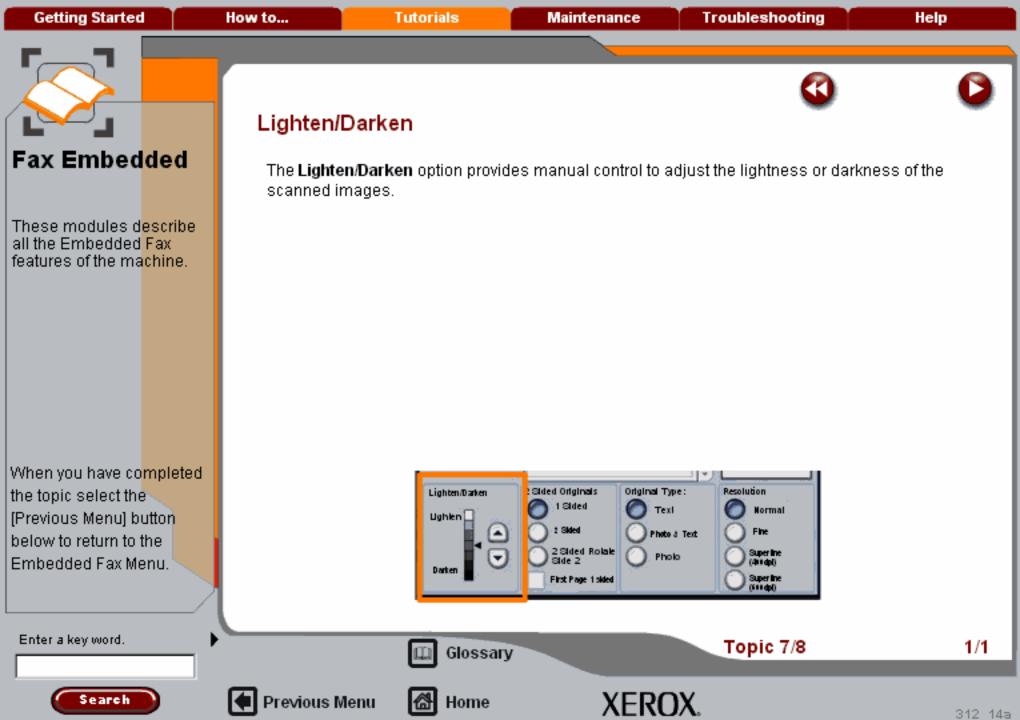
Glossary

XEROX.











These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Enter a key word.







The Cover Page feature attaches a cover page to the document being transmitted. Using the cover page feature replaces the routine of manually sending a cover sheet each time you send a document.

Cover Page is accessed by selecting the Fax tab, then by selecting the Cover Page button.

Access the cover page by selecting the Fax tab and the Cover Page button



(III) GI

Glossary

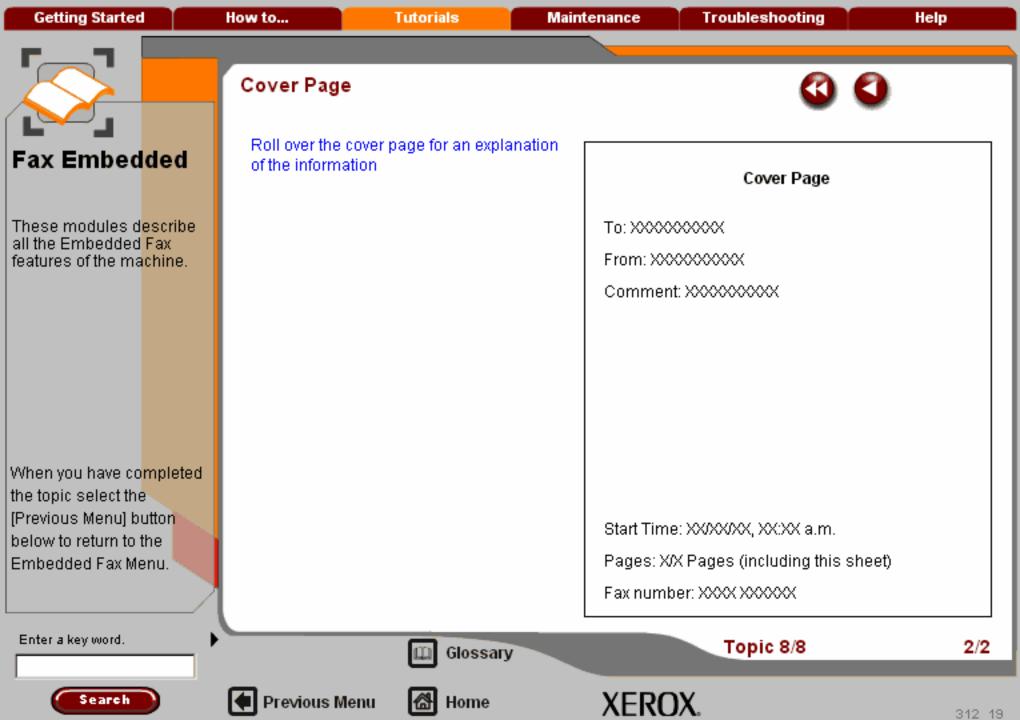
Topic 8/8











Getting Started Tutorials Troubleshooting Help How to... Maintenance



FAX - Embedded

These tutorials explain the Embedded fax features of the machine.



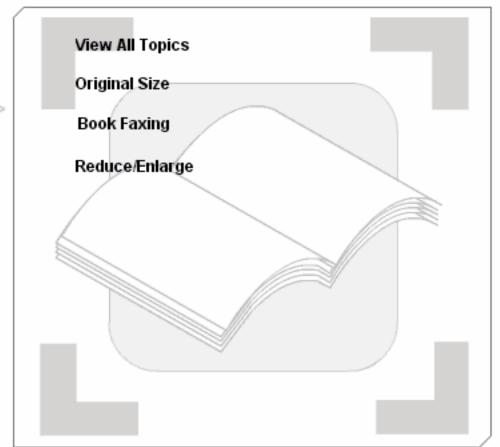
Fax Overview

The Fax Tab >>>

💹 Layout Adjustment >>> > > > > > > > > >

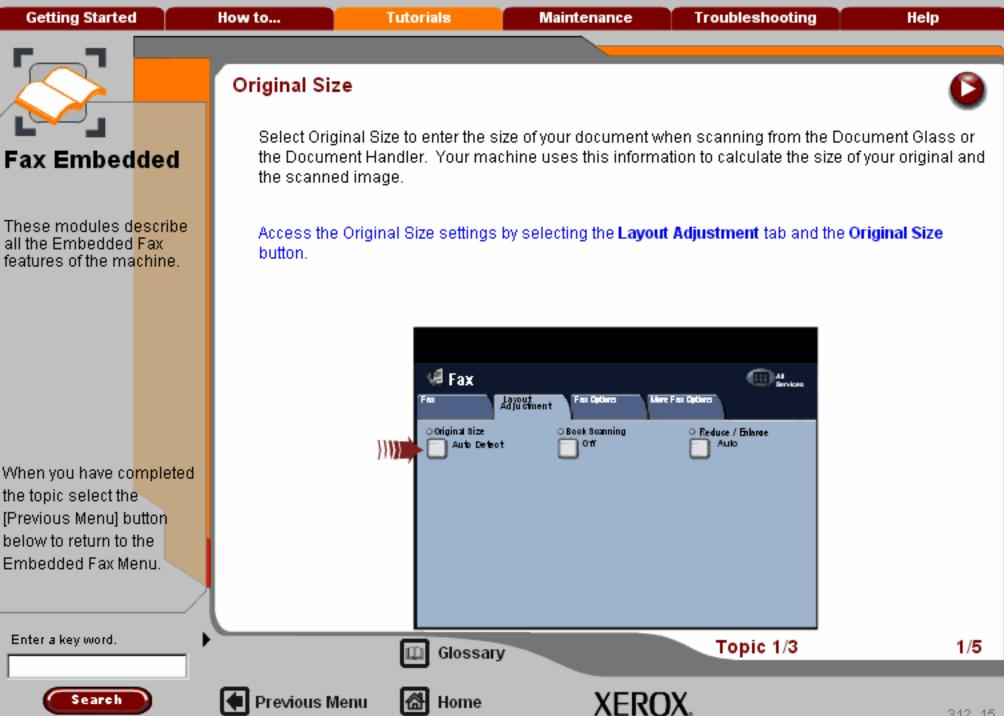
Fax Options >>>

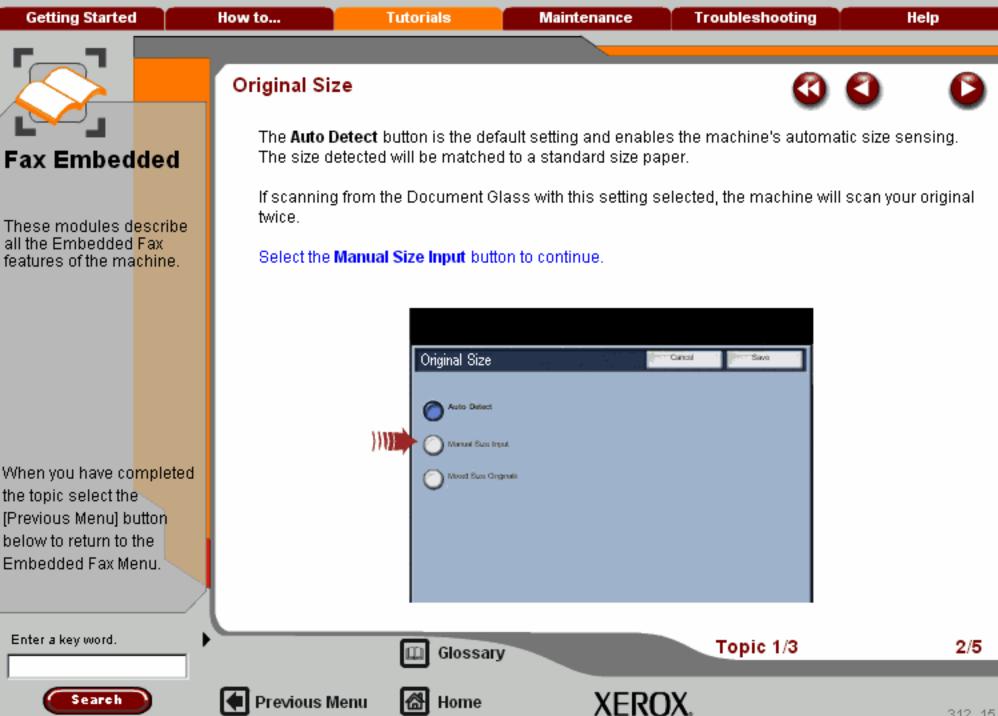
More Fax Options >>>













These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Original Size

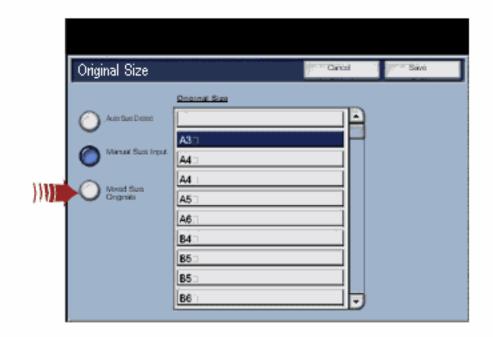






The **Manual Size Input** button allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars. When scanning from the Document Glass with this setting selected, the machine will assume that the original is registered in the upper left corner of the glass.

Select the Mixed Size Originals button to continue.



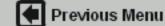
Enter a key word.



Glossary

Topic 1/3













These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Search

Original Size







The **Mixed Size Originals** button allows you to fax documents containing different size pages. The pages must be the same width, like 8.5"x11" LEF and 11"x17" SEF, other combinations are shown on the screen.

The machine will detect the size of the documents and determine whether the receiving fax machine can support the various paper sizes. If the receiving fax cannot support the page sizes, the image will be reduced or enlarged to fit.



Enter a key word.



Glossary

Topic 1/3

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Previous Menu









These modules describe all the Embedded Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu. The Book Faxing feature enables you to specify which page or pages of a bound document are to be scanned and faxed. The bound original is placed face down on the document glass. Be sure to place the book in the left rear corner of the document glass.

Do NOT close the document handler during the scanning process.



Enter a key word.



Glossary



1/3

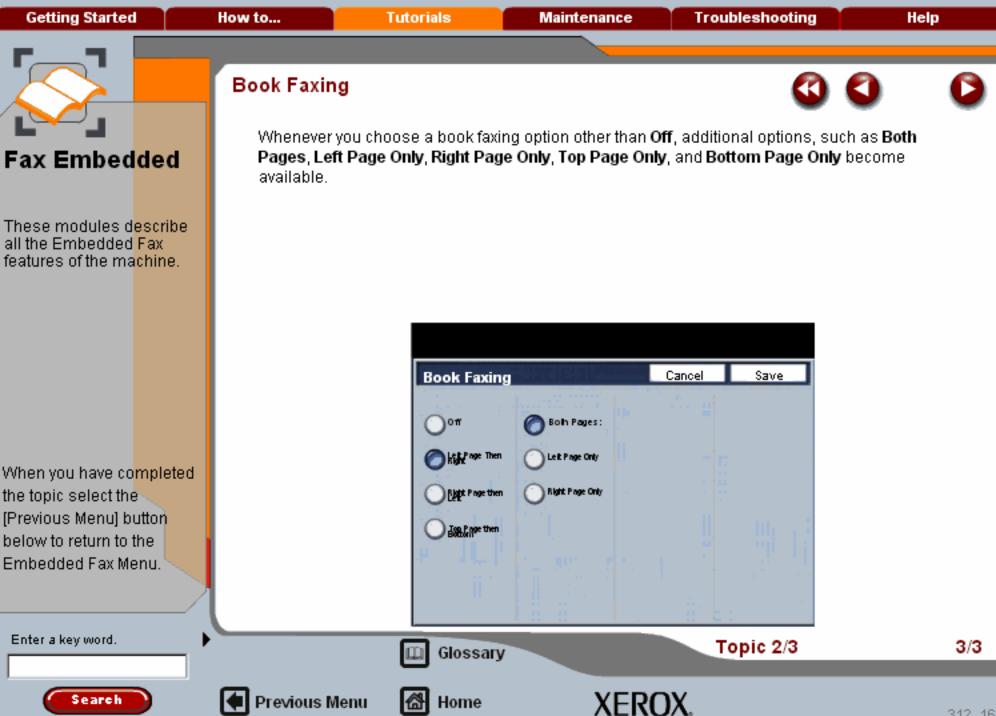














These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Search

Reduce and Enlarge

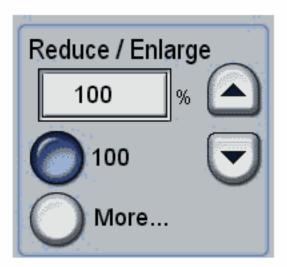




The reduce/enlarge feature provides a variety of reduction and enlargement options to adjust the size of the output image.

Originals placed on the document glass can be enlarged or reduced by between 400% and 25%. Documents fed through the Document Handler can be enlarged or reduced by between 200% and 25%.

Various automatic and pre-set selections are available to help you choose the most common reductions or enlargements, while a custom setting enables you to select the ratio that suits your requirements.



Enter a key word.

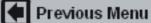


Glossary

Topic 3/3

1/2











The Auto% button will automatically fit the image of your original document onto the paper you have selected. If necessary, the reduction or enlargement will not be proportional, that is the machine will distort the image so that it will fit onto the paper. You must specify a paper tray before using this option.

The 2 pairs of scroll buttons enable you to customise the width (x) and height (y) reduction or enlargement to suit your own creative requirements.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

These modules describe

all the Embedded Fax

features of the machine.

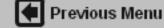
Glossary

Topic 3/3

2/2



Enter a key word.







Getting Started How to... Tutorials Maintenance Troubleshooting Help



🛮 FAX - Embedded

These tutorials explain the Embedded fax features of the machine.

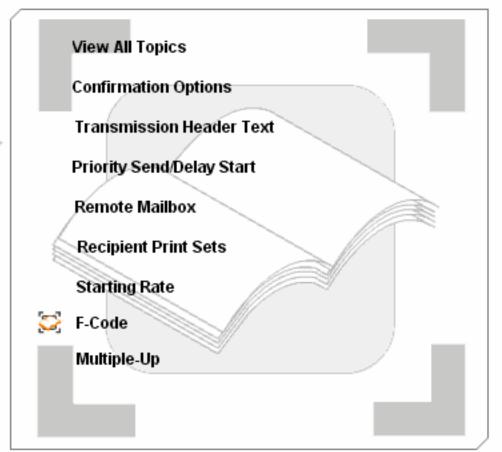


Fax Overview

The Fax Tab >>>

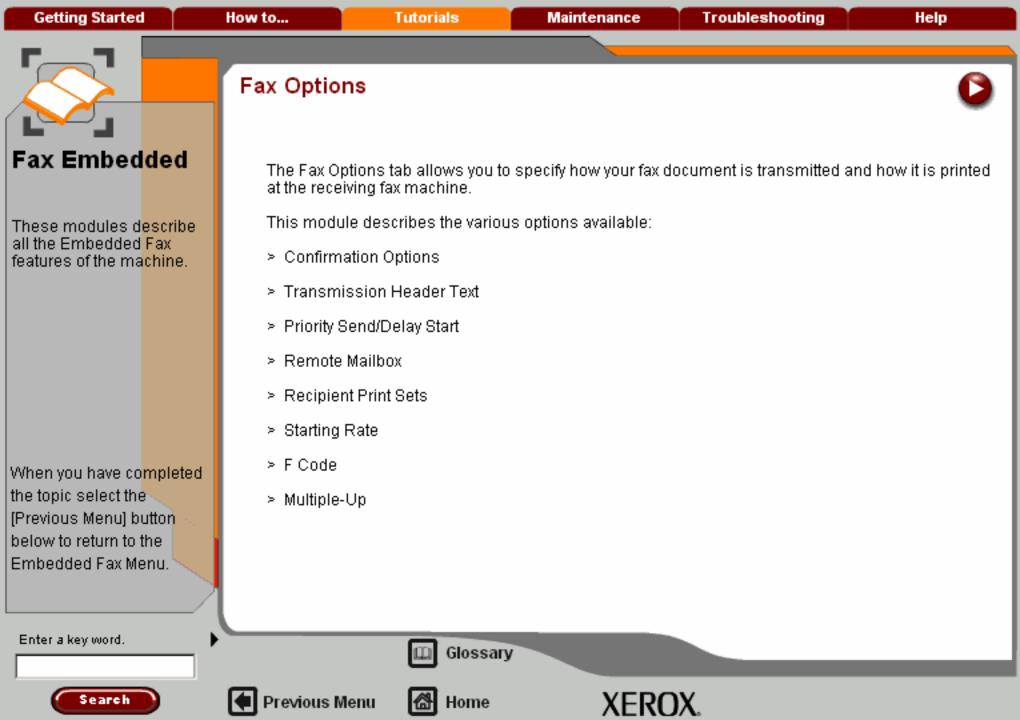
🔀 Layout Adjustment >>>

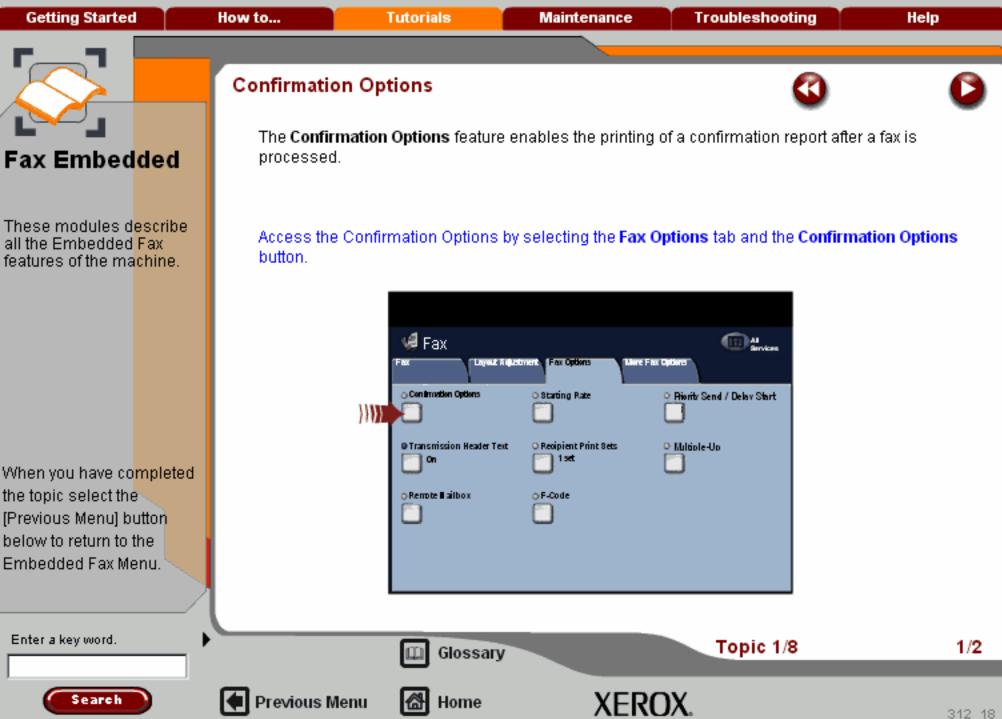
More Fax Options >>>

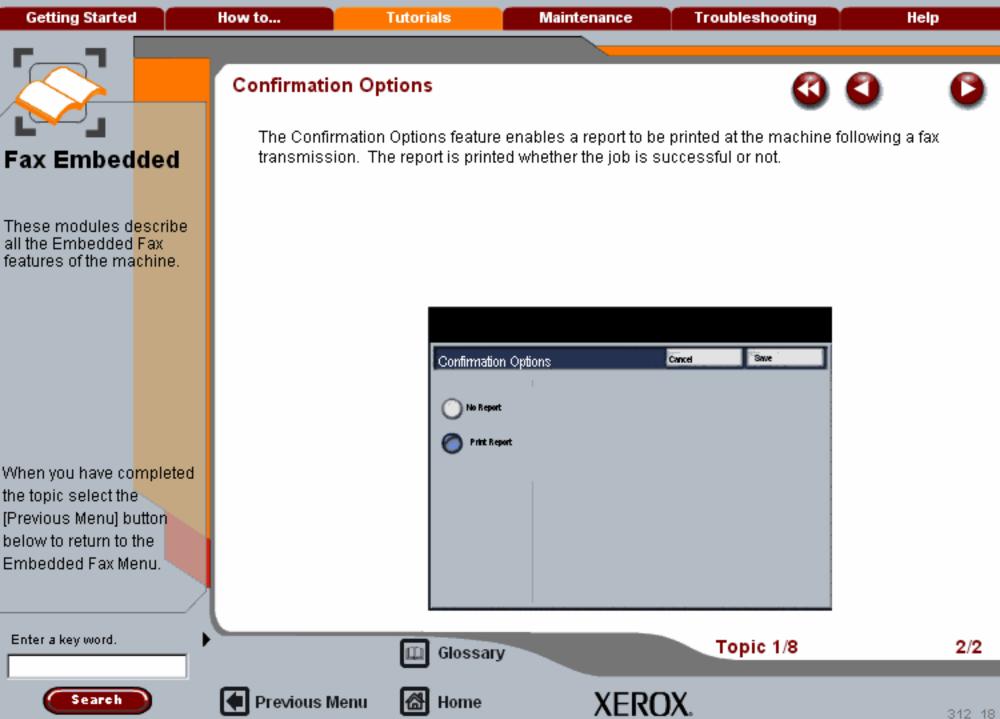


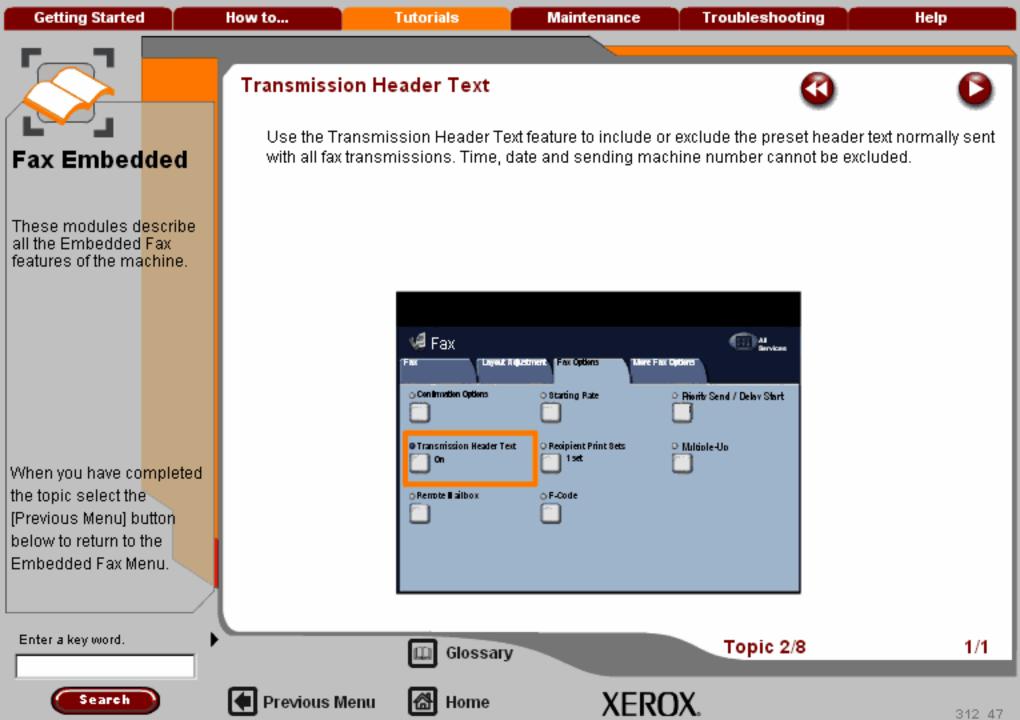


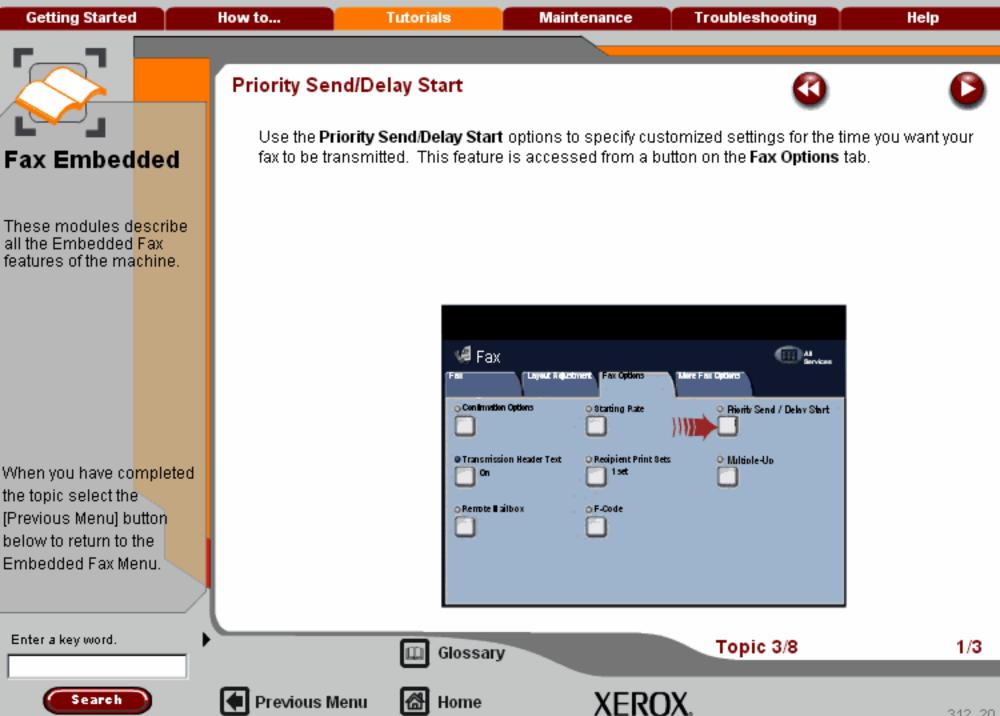


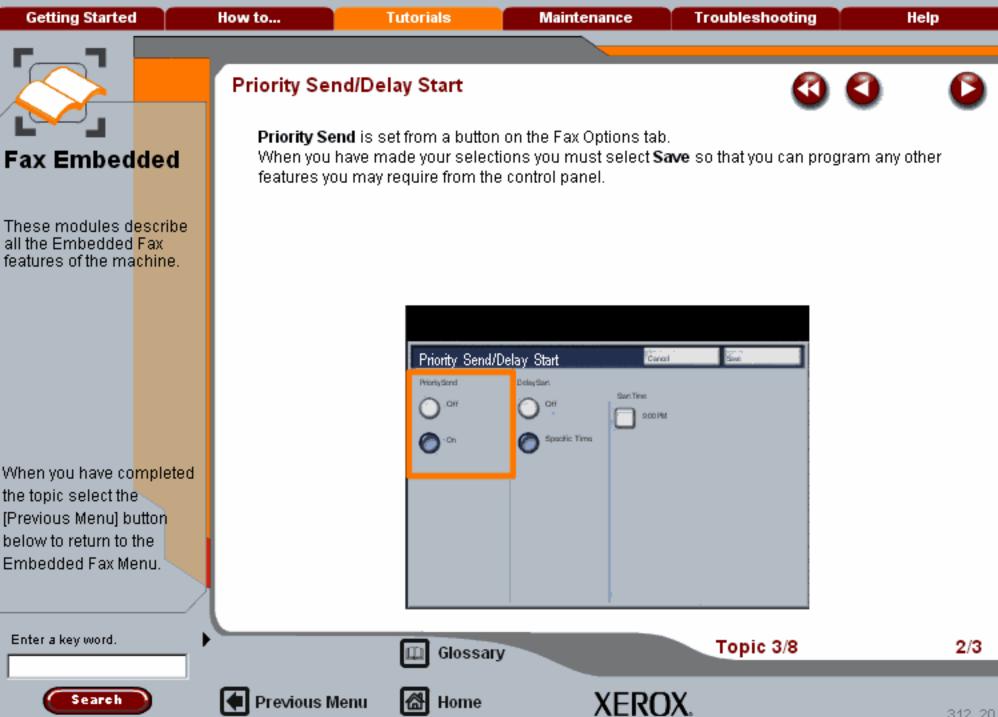
















These modules describe all the Embedded Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Priority Send/Delay Start

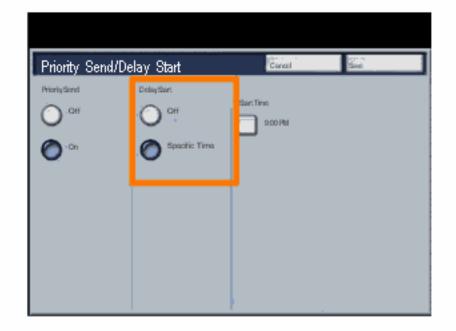






Delay Start allows you to to transmit faxes during off-peak hours or when sending to another country or time zone.

When you have made your selections you must select **Save** so that you can program any other features you may require from the control panel.



Enter a key word.

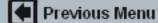


Glossary

Topic 3/8

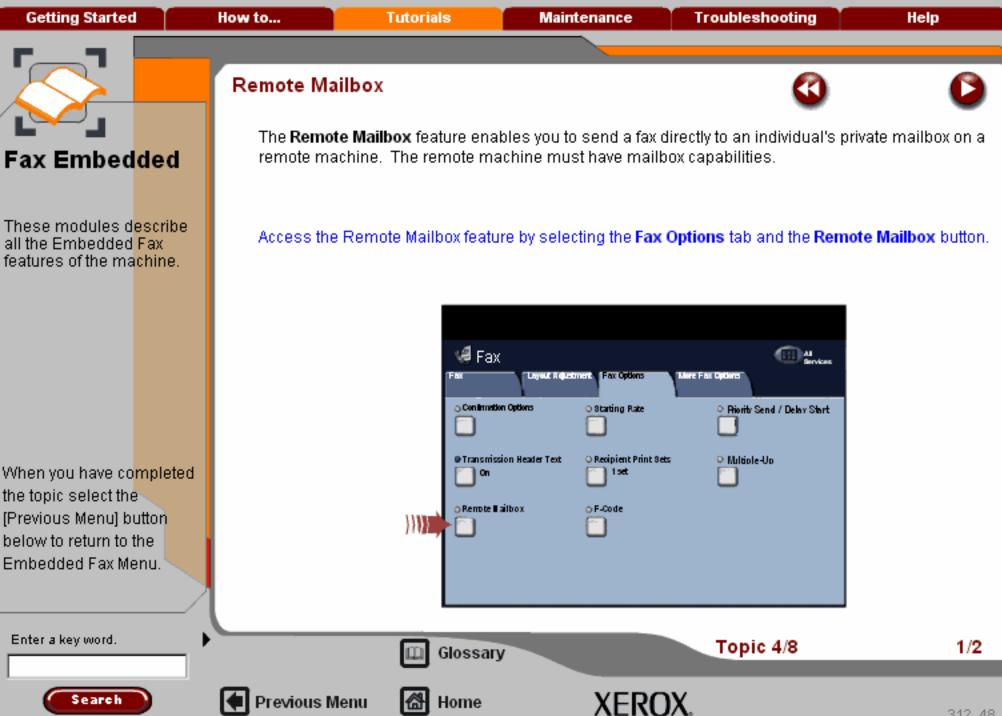
3/3



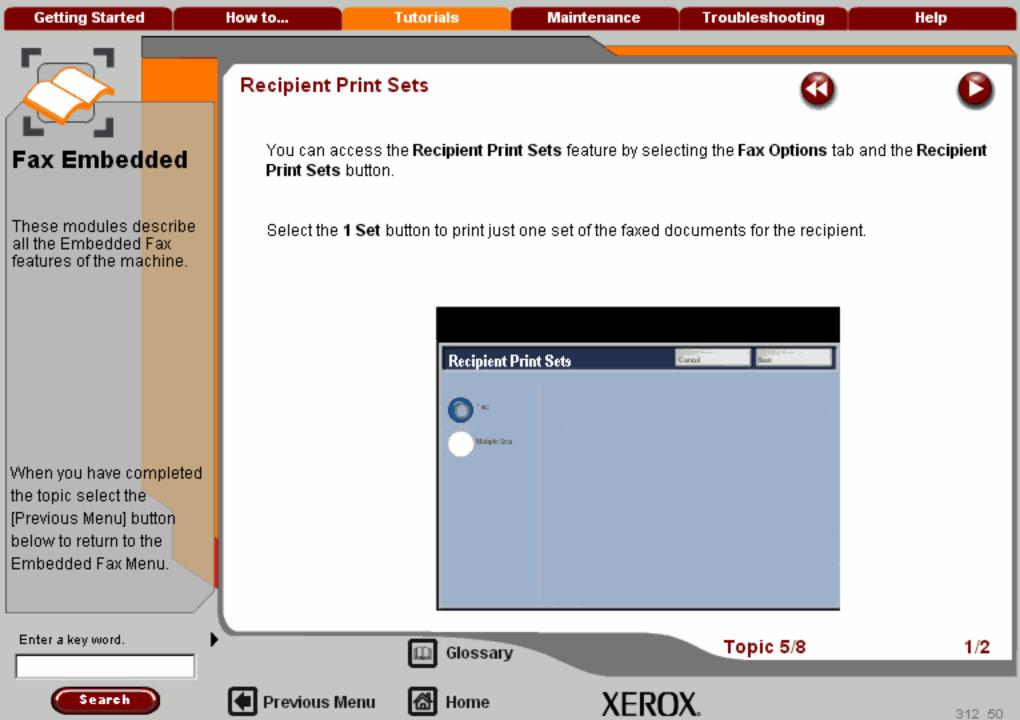




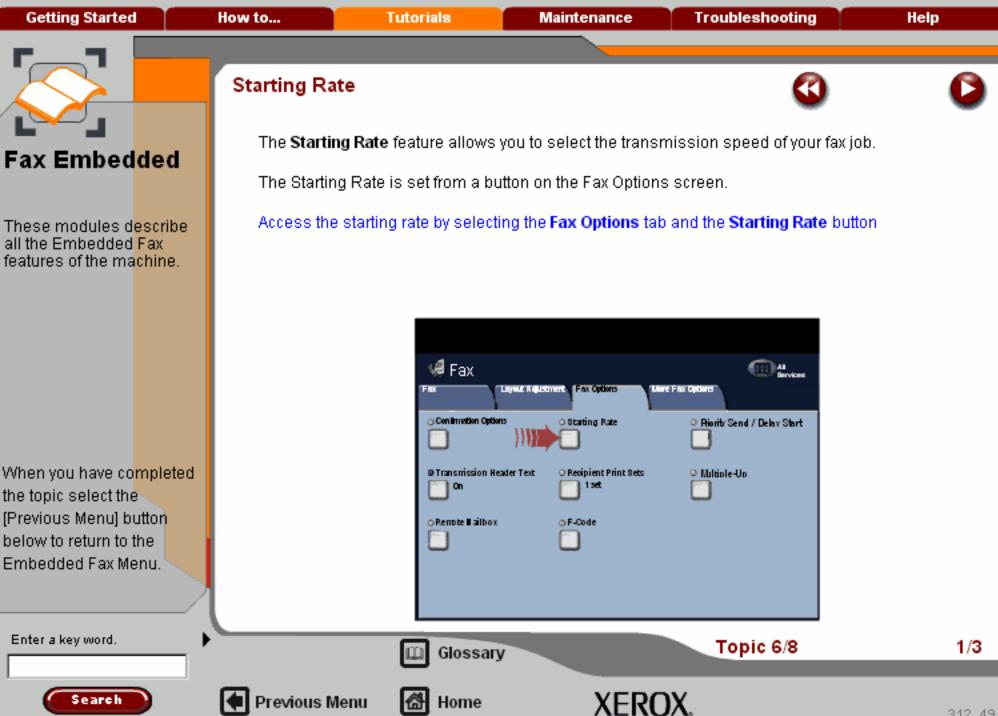


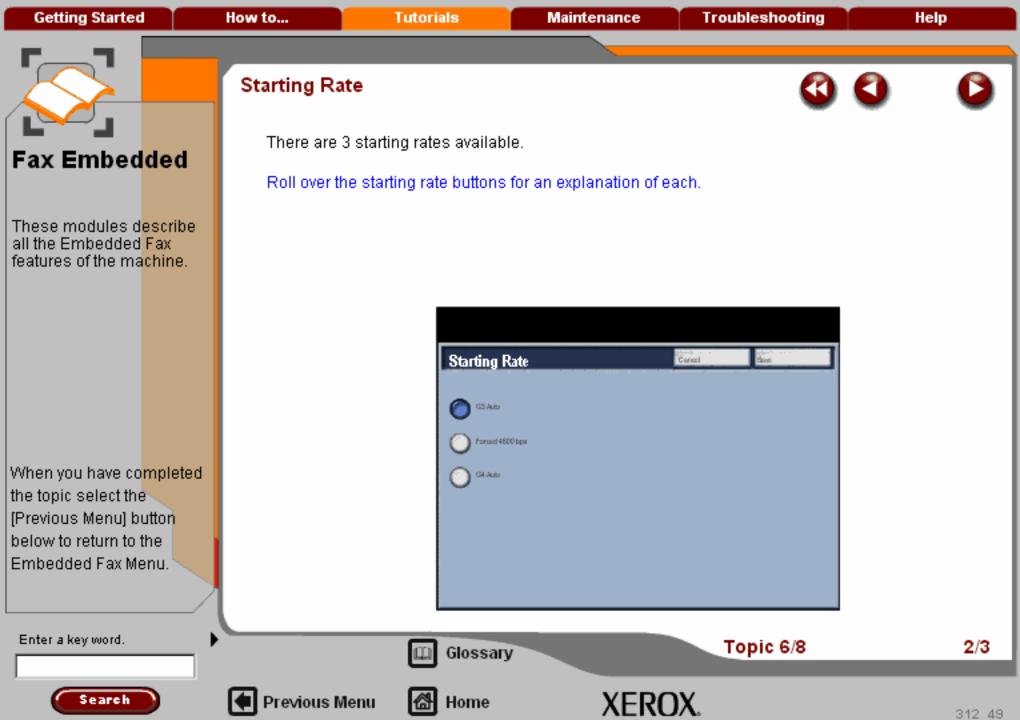


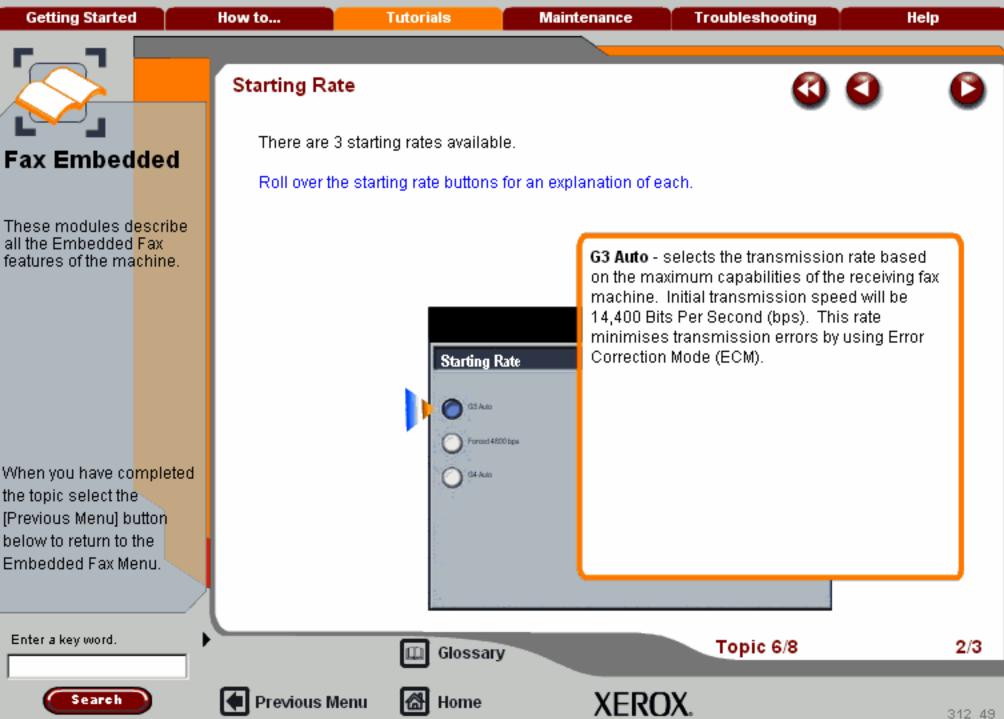






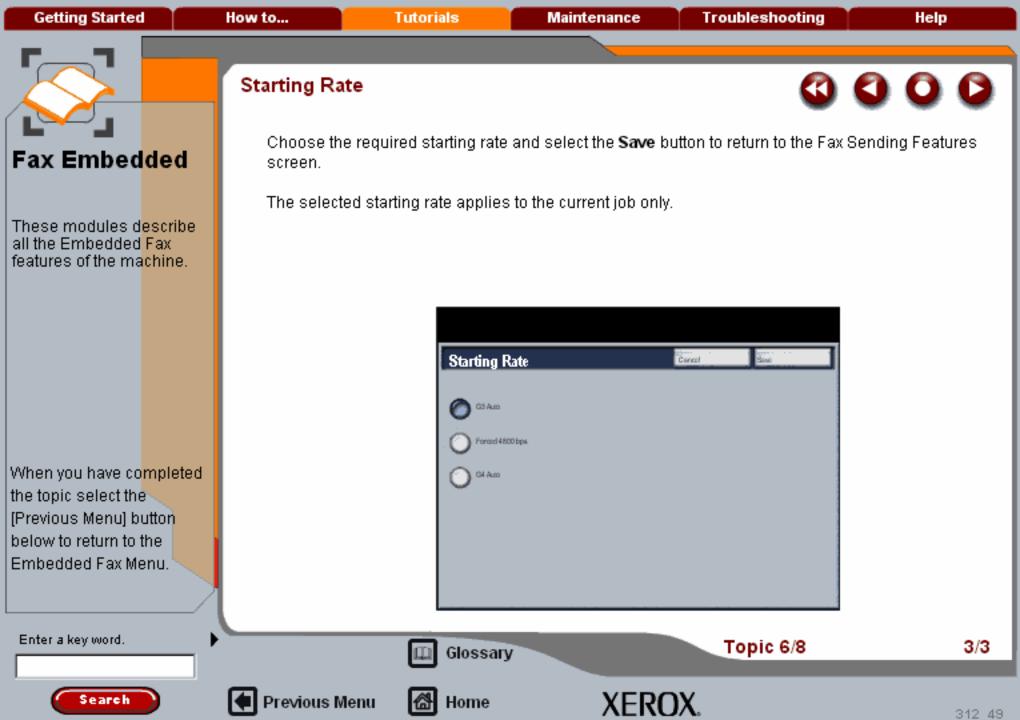


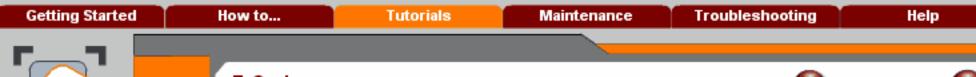










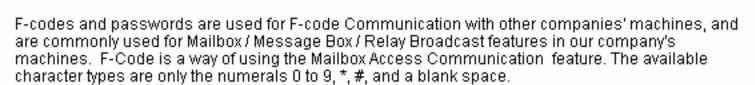


Fax Embedded

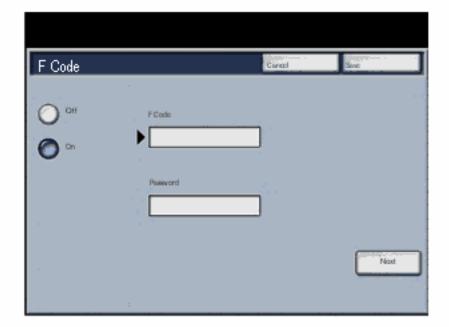
These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

F-Code



The number of characters that may be used for the line is fixed to 20. Blank spaces are available as filling data if the number of characters is less than 20.



Enter a key word.



Glossary

Topic 7/8

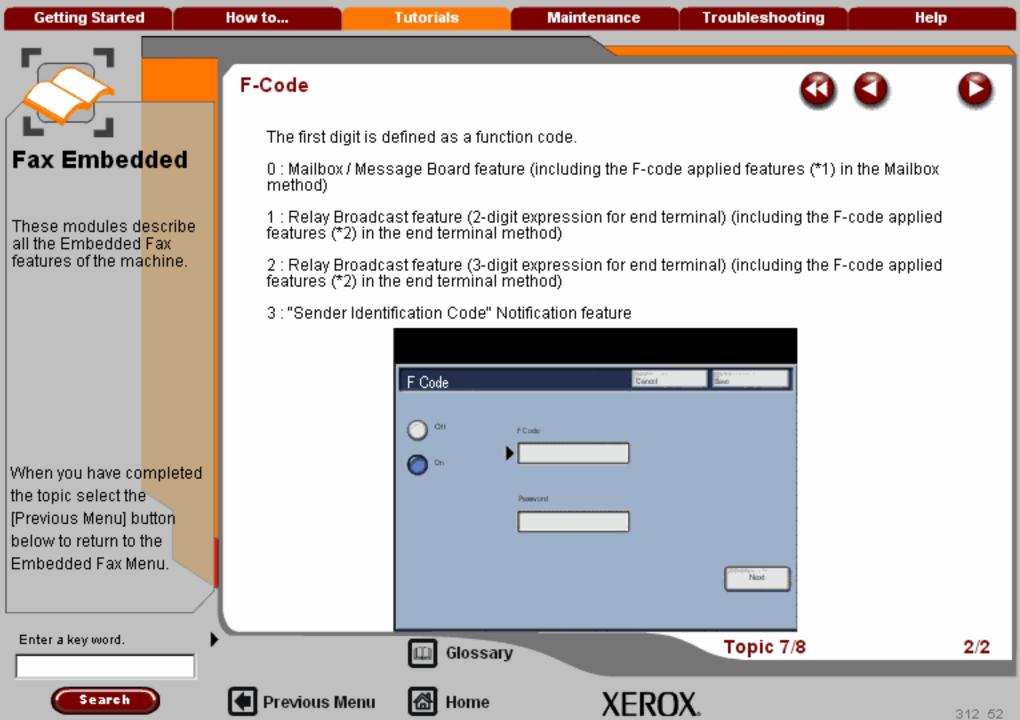
1/2

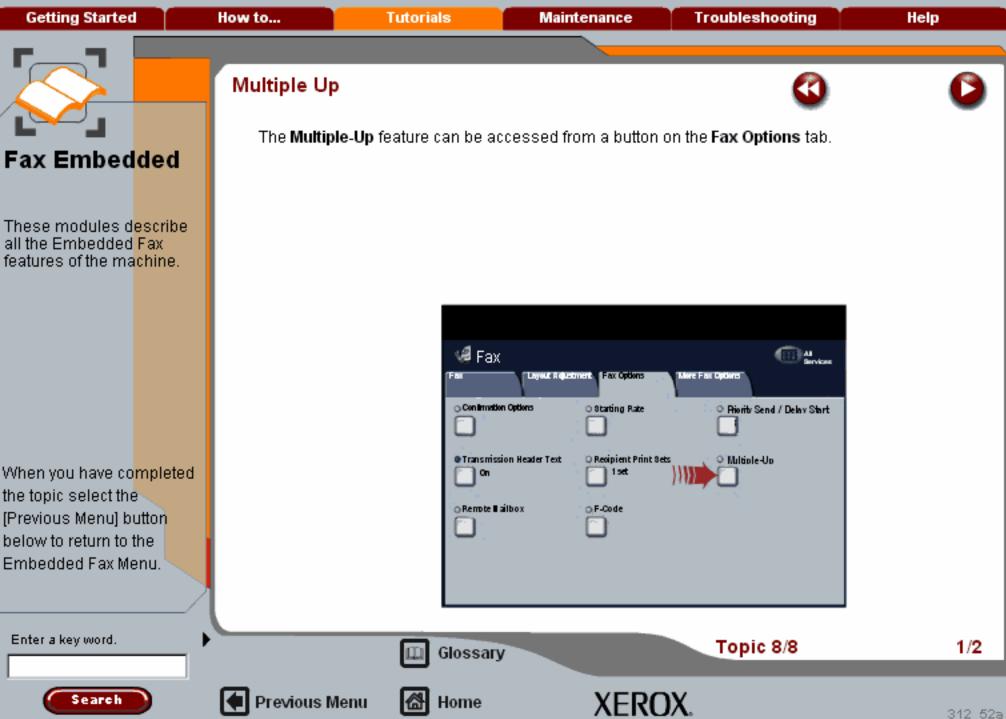


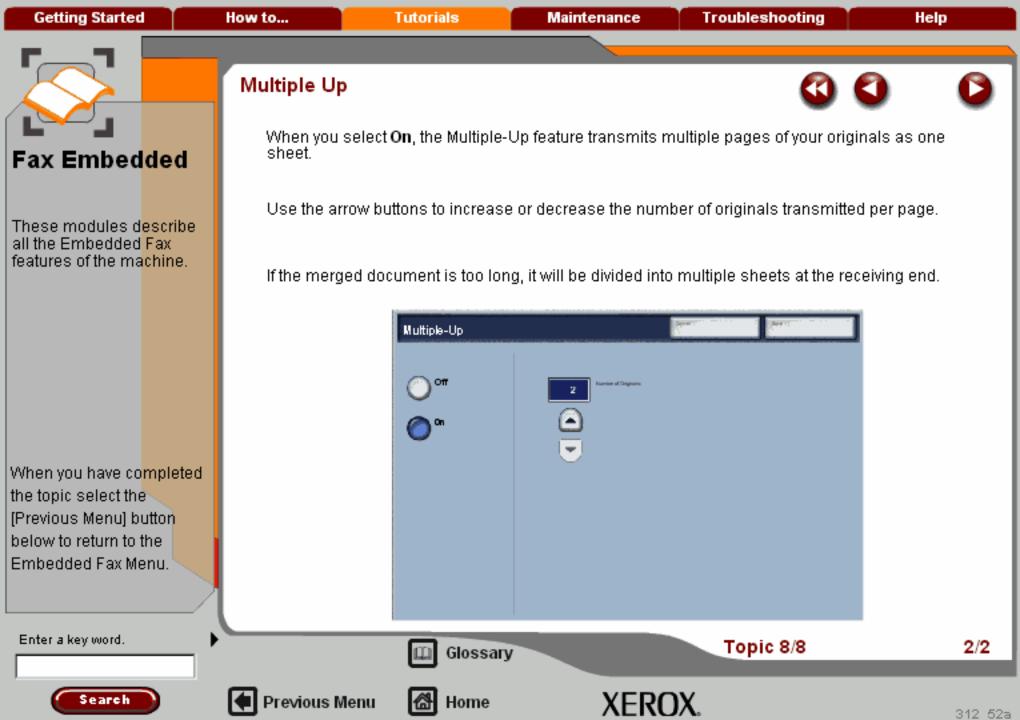


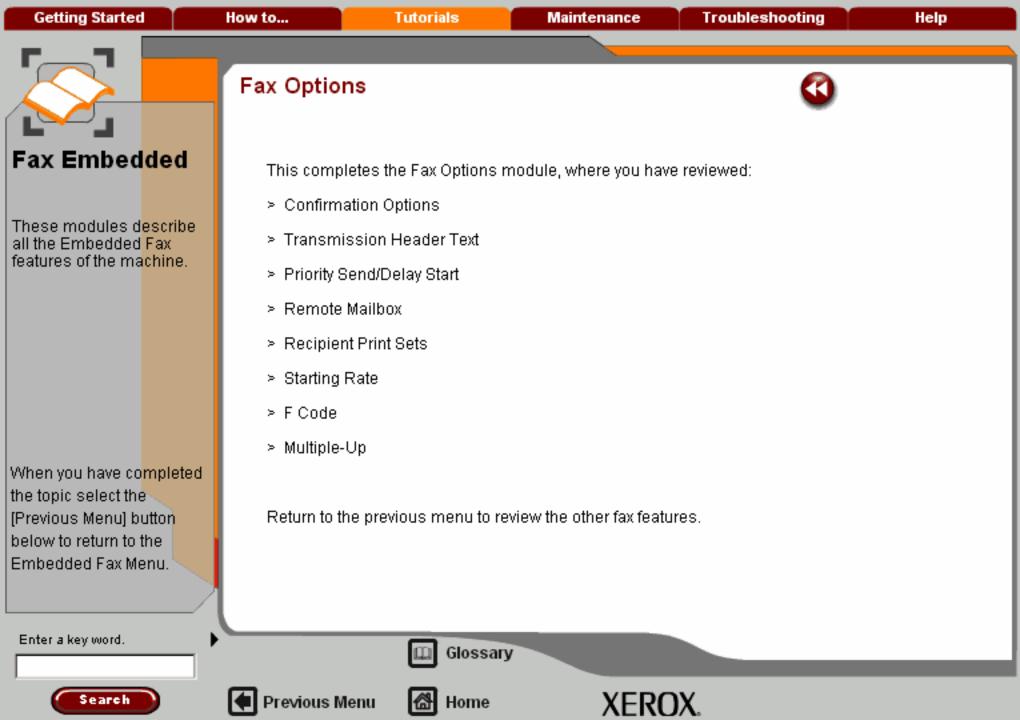












Getting Started Tutorials How to... Maintenance **Troubleshooting** Help



■ FAX - Embedded

These tutorials explain the Embedded fax features of the machine.

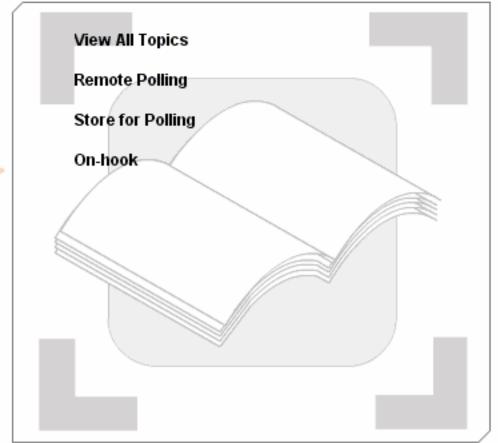


Fax Overview

The Fax Tab >>>

🔀 Layout Adjustment >>>

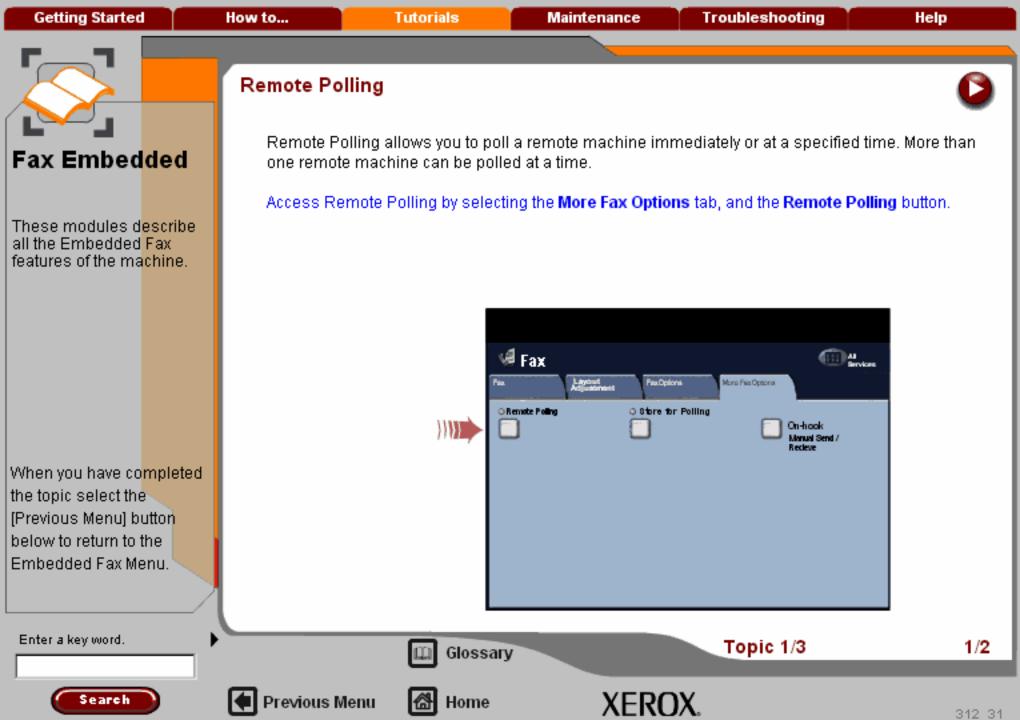
🔀 Fax Options >>>

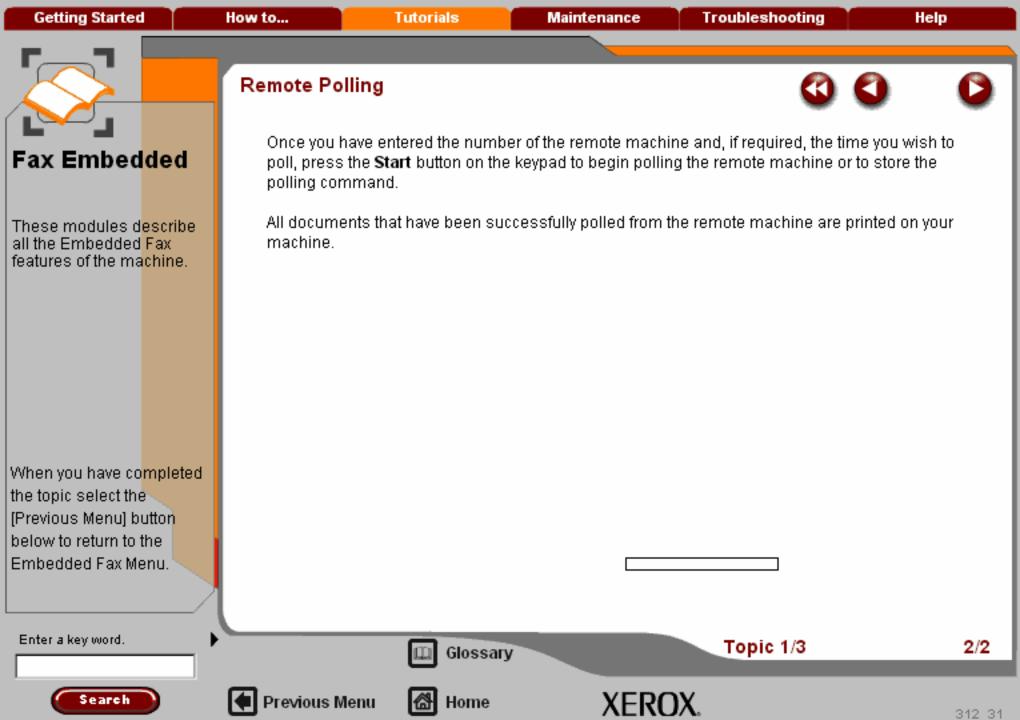














These modules describe all the Embedded Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

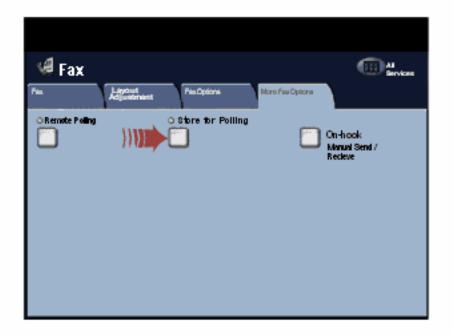
Store for Polling





The Store for Polling feature allows you to scan documents and store them in the memory of your machine. When a remote fax machine polls your machine, it is able to retrieve the scanned fax document or documents.

Access Store for Polling from the More Fax Options tab by selecting the Store for Polling button.



Enter a key word.

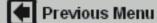


Glossary

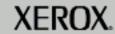
Topic 2/3

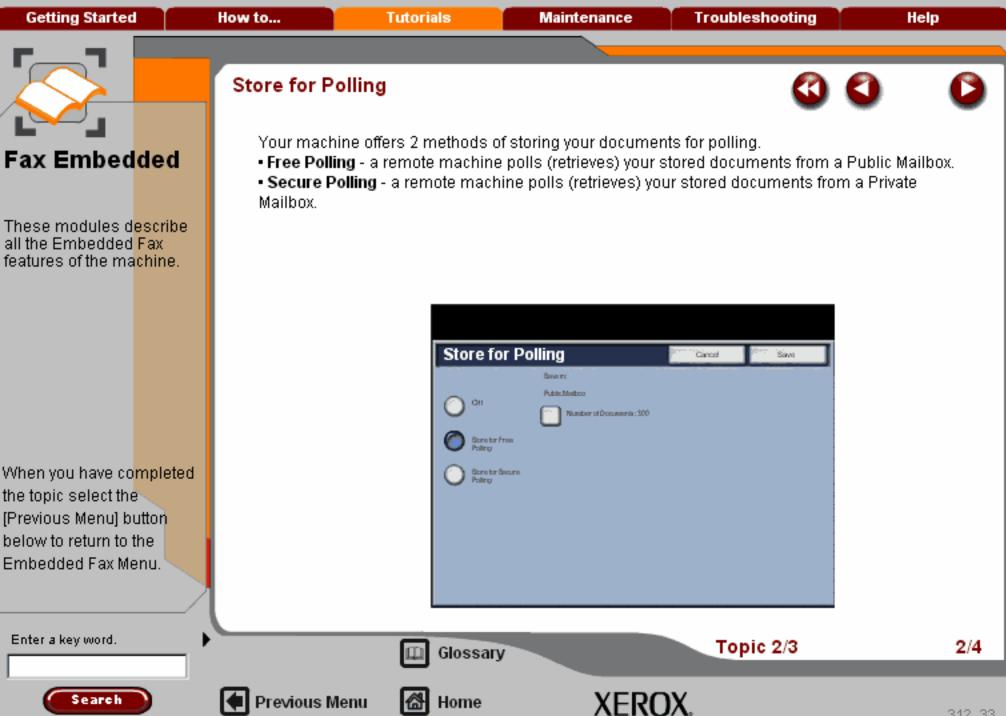
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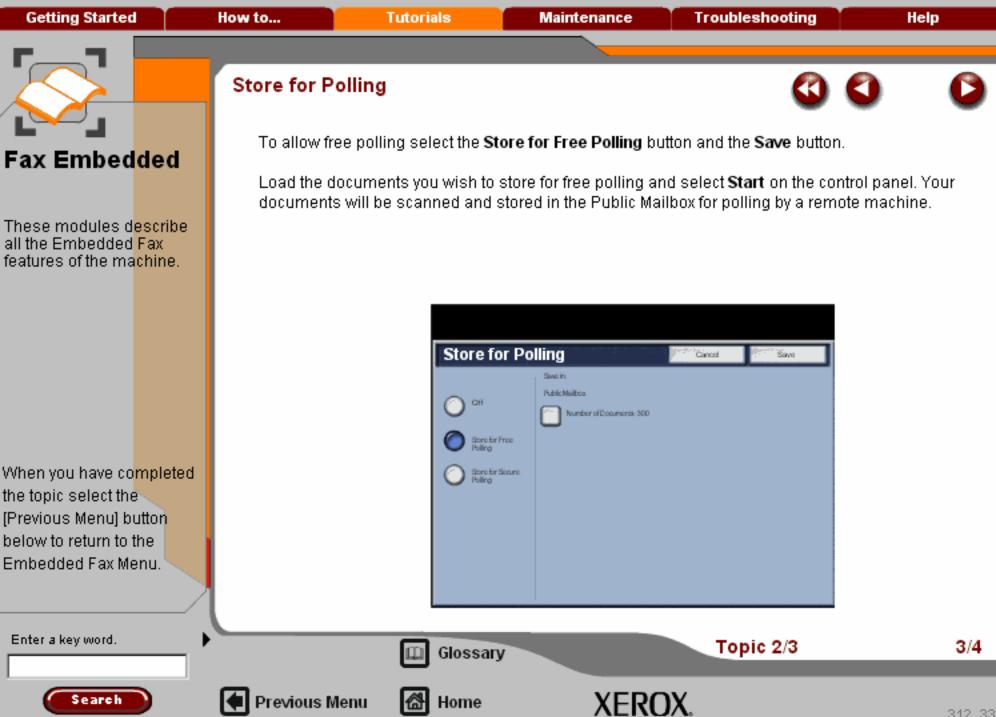


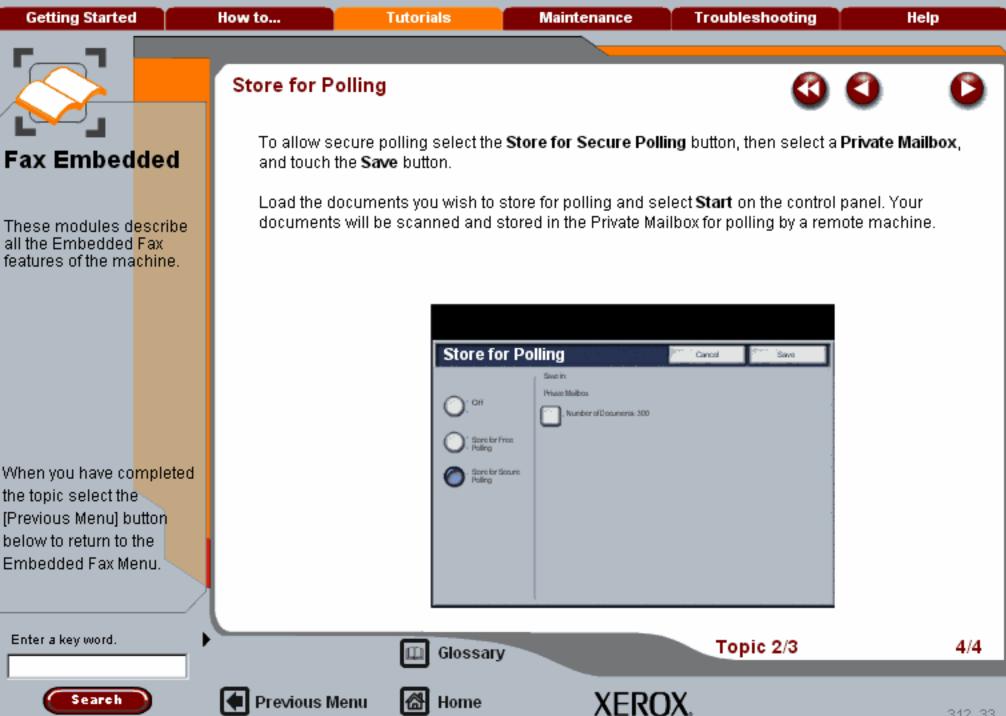


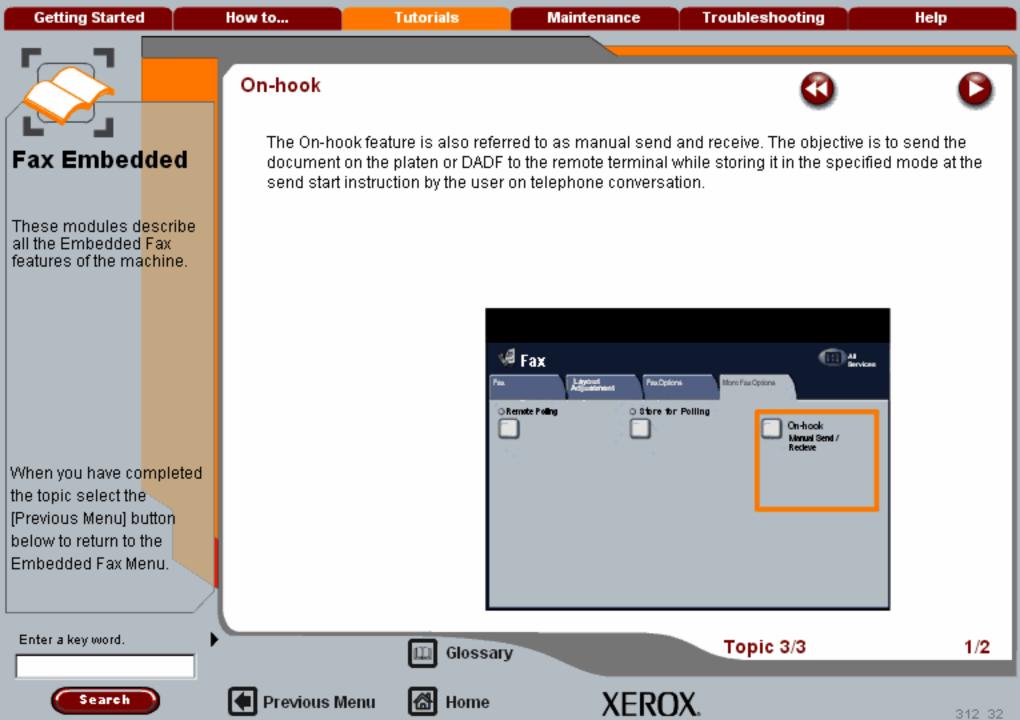














Getting Started How to... Tutorials Maintenance Troubleshooting Help



Server Fax

These tutorials explain the Server fax features of the machine.



Fax Overview

🥃 Entering a Fax Number

🤯 General Settings

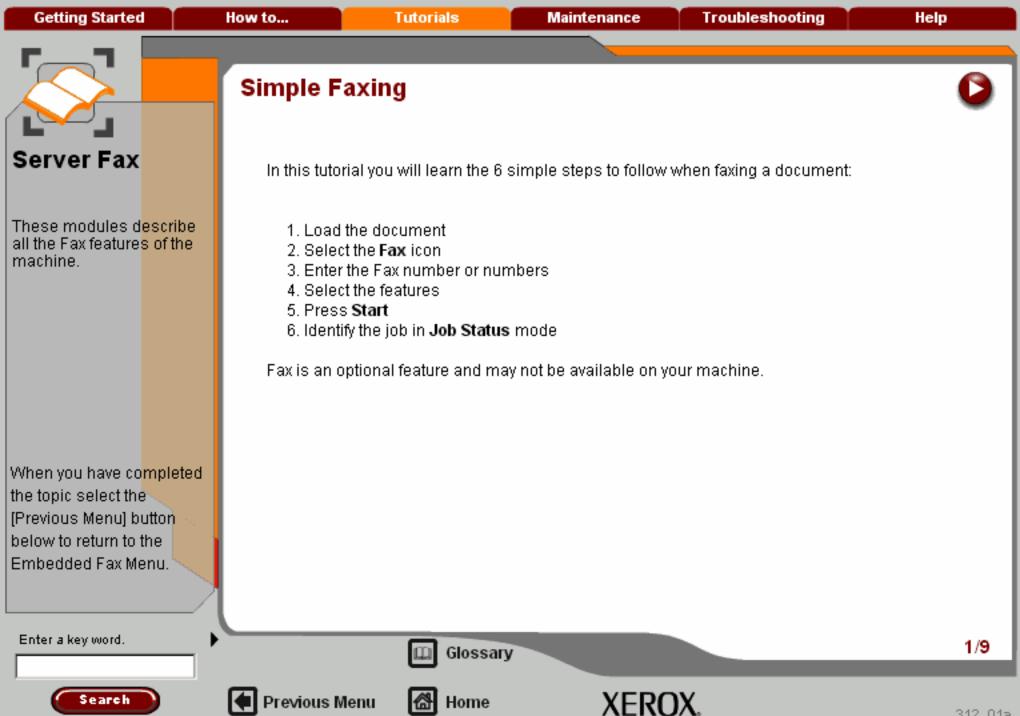
🔀 Layout Adjustment

🄀 Transmission Options











These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Simple Faxing







1. Load the documents

A choice of document input areas is available. These are:

A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Previous Menu

Used to scan only one original at a time and suitable for any type of document up to a maximum. size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.



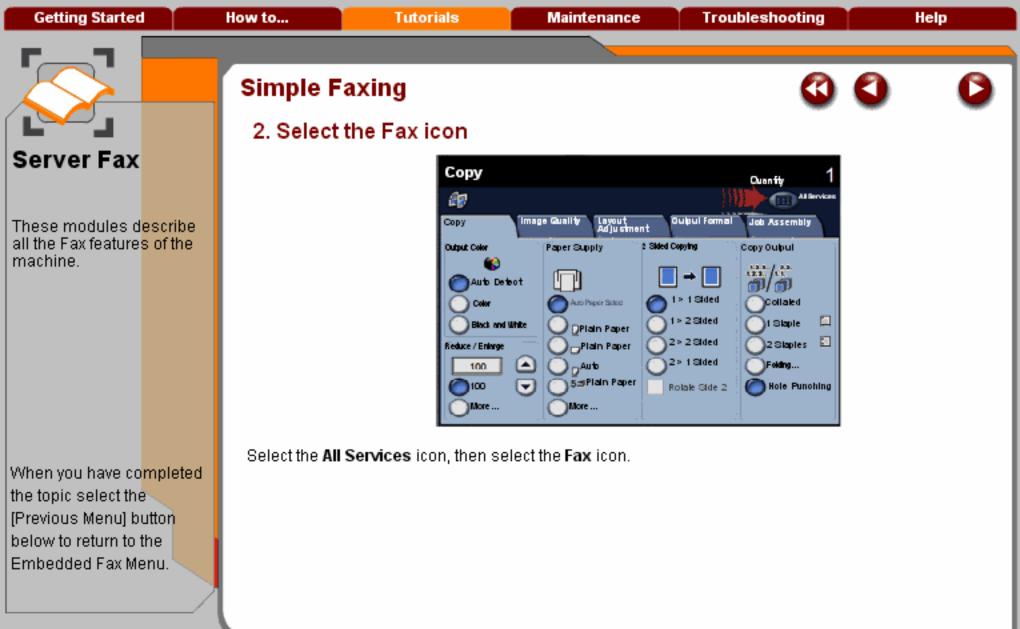
Glossary



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Search



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Select the All Services icon, then select the Fax icon.

Enter a key word.

When you have completed

the topic select the

[Previous Menu] button below to return to the Embedded Fax Menu.

Search

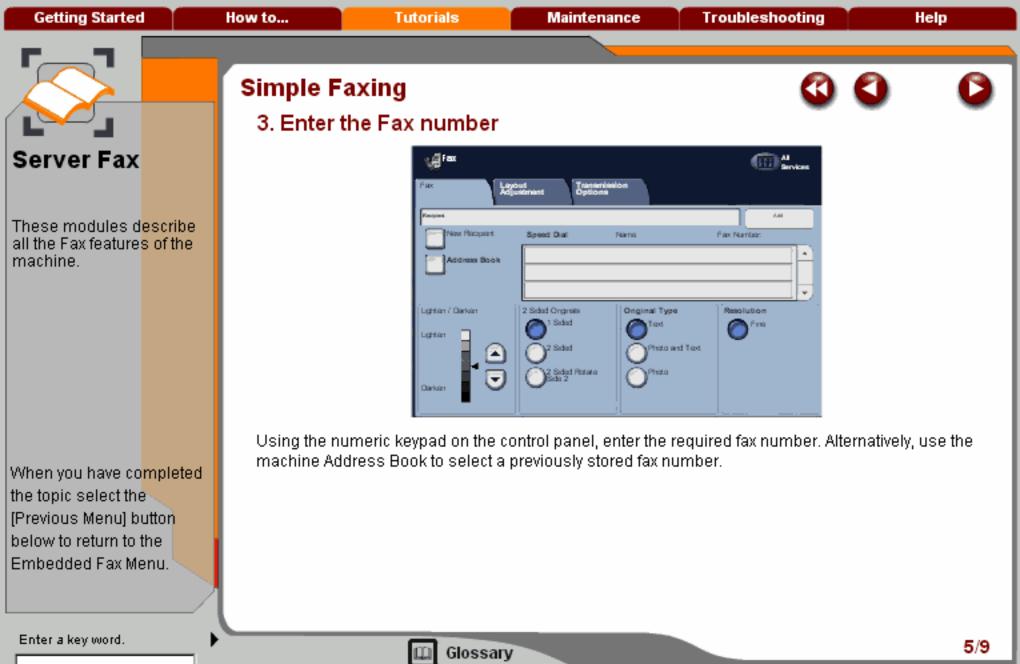


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Server Fax

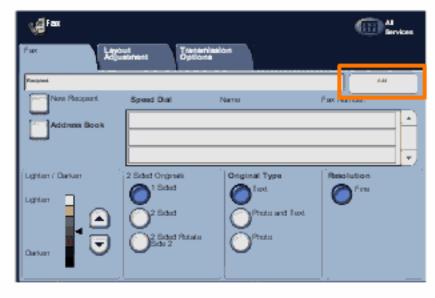
These modules describe all the Fax features of the machine.

When you have completed

the topic select the

[Previous Menu] button below to return to the Embedded Fax Menu.



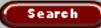


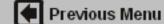
To send your fax to more than one recipient, after entering the fax number select the Add button. Enter the next fax number and select the Add button again. Repeat the steps until all the required fax numbers are within the Address list. This will build up a list of all the numbers you wish to fax to.

Enter a key word.





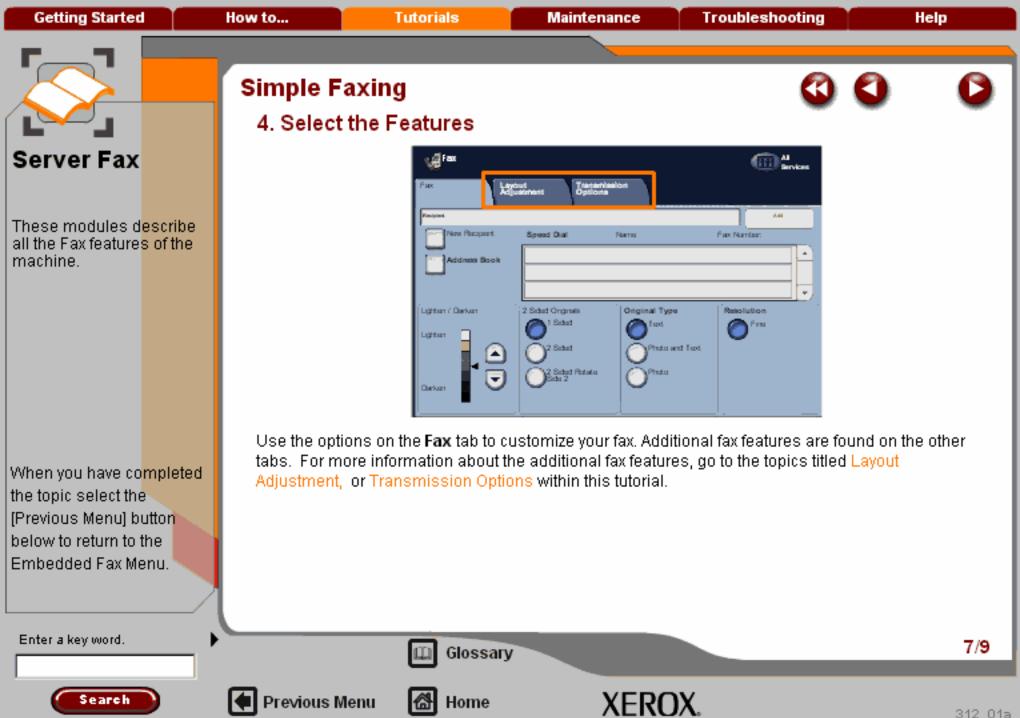








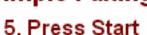


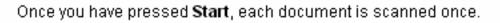


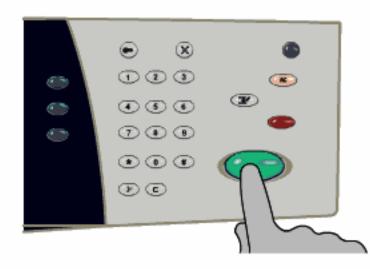


When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Simple Faxing







Your fax job will be submitted to the fax queue, ready to be transmitted.

Enter a key word.







Previous Menu





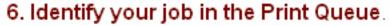


These modules d<mark>escribe</mark> all the Fax feature<mark>s of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Search

Simple Faxing



Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.









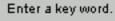






When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Server Fax will scan your documents and send them to any type of fax machine that is connected to a telephone network. Your images are sent from your machine to a Third Party fax server, which relays them to the fax number of your choice. This type of fax travels over normal telephone lines and will therefore be charged at telephone rates.

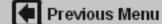






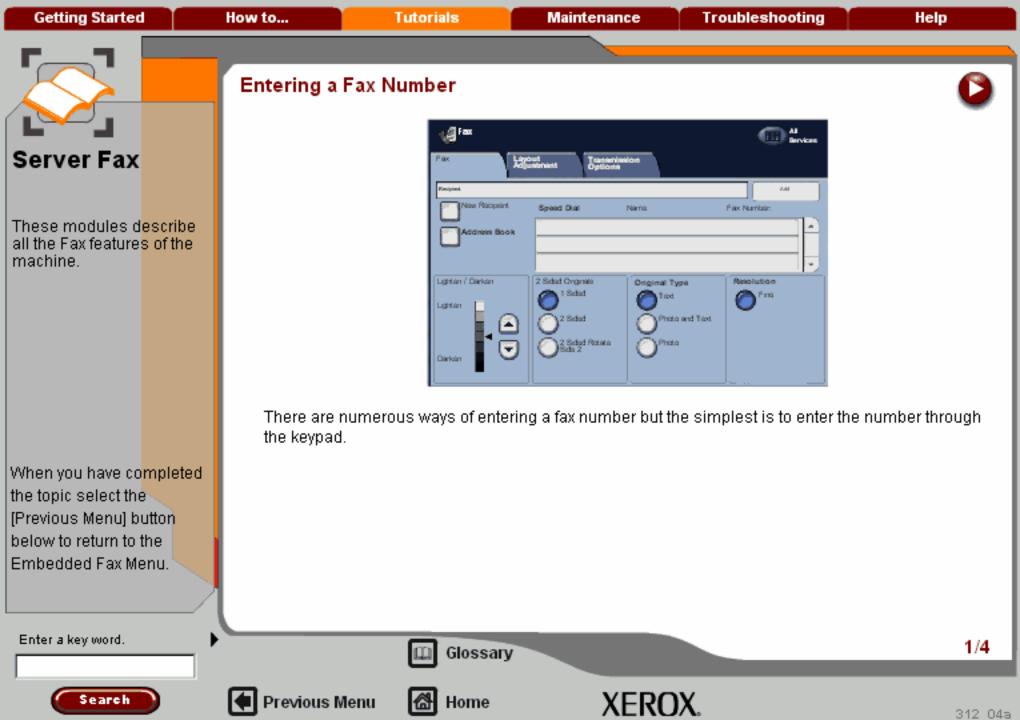


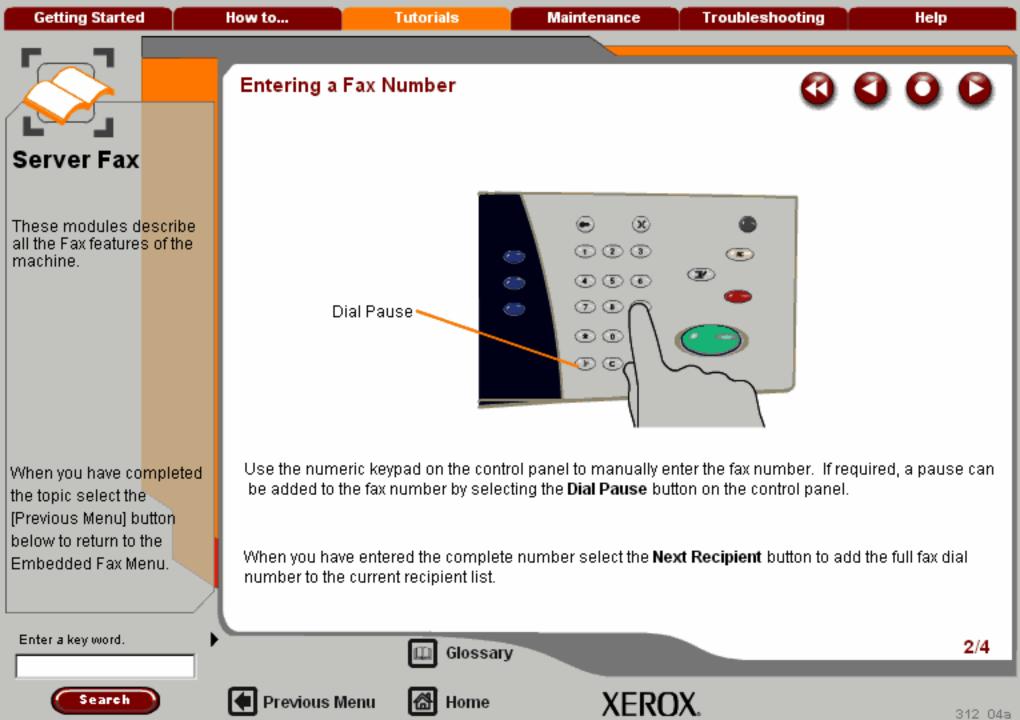


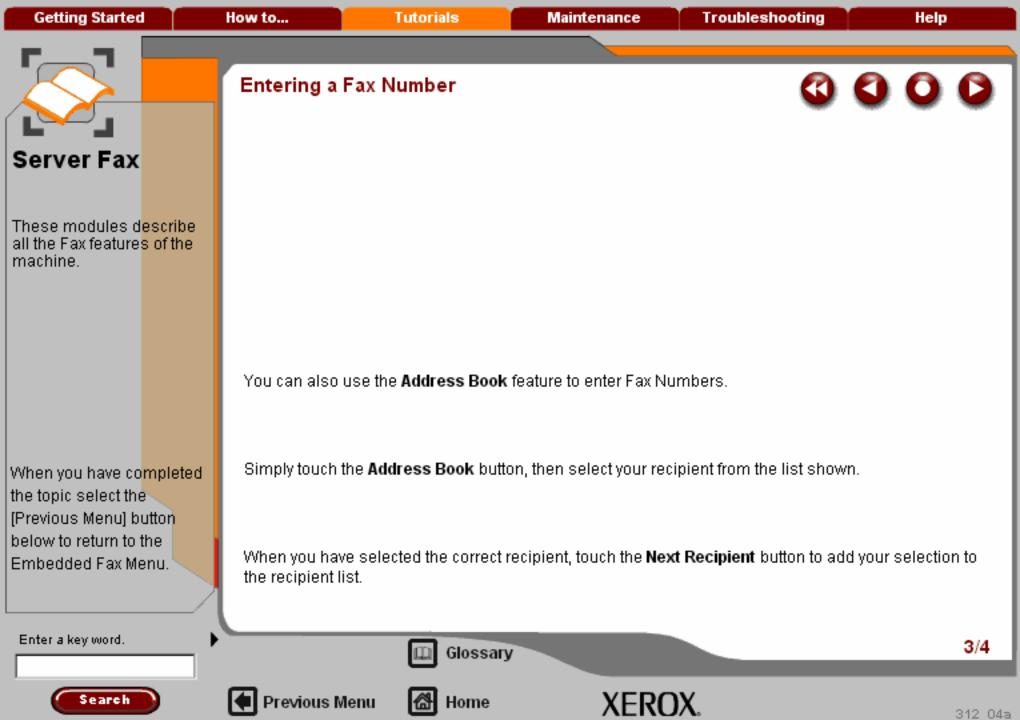














These modules d<mark>escribe</mark> all the Fax feature<mark>s of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Entering a Fax Number

The fax number will appear in the fax window. If you make a mistake and wish to change the number press the button marked C on the keypad and enter the new number. Load your document and press the **Start** button and your fax will be sent.













Glossary



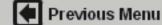
XEROX.



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Enter a key word.





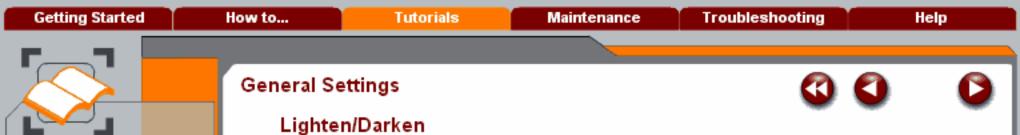




all the Fax features of the

machine.

Glossary



These modules describe

Server Fax

all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

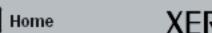
The Lighten/Darken option provides manual control to adjust the lightness or darkness of the scanned images.



Enter a key word.



Glossary







When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

General Settings

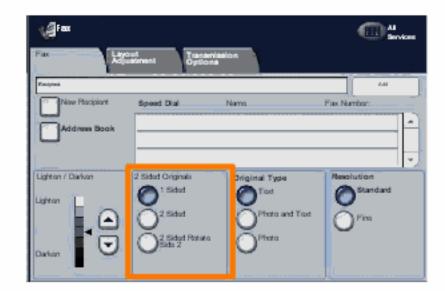






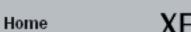
2 Sided Originals

The **2 Sided Originals** option allows you to set whether 1 or 2 sides of your original document will be scanned and then faxed. You can also choose to automatically rotate the image on side 2 if required.



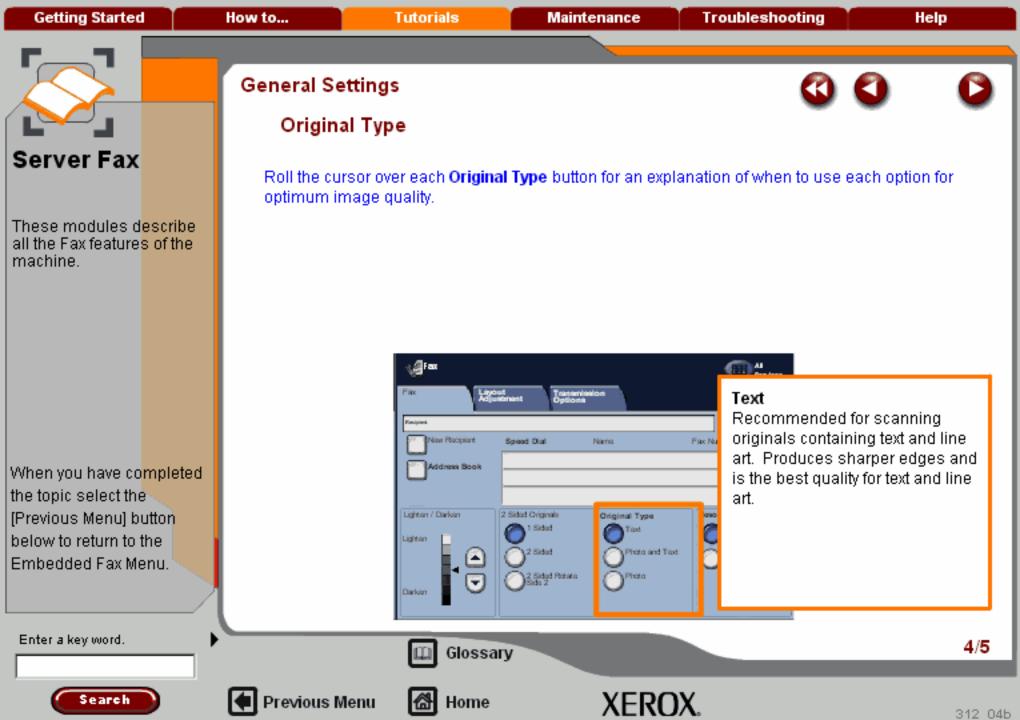
Enter a key word.



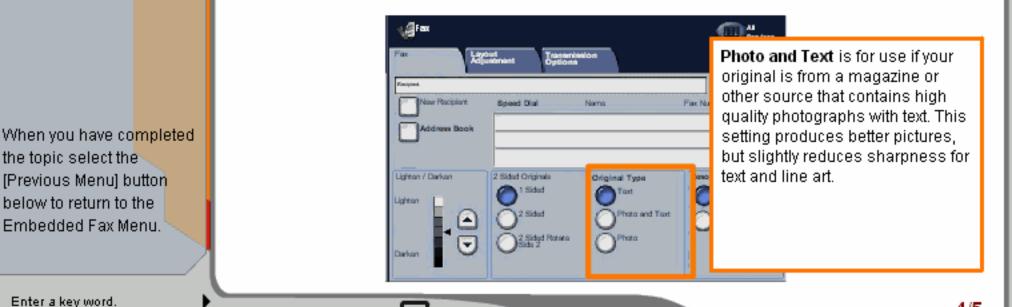


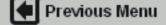














Glossary





When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

∭Fax Photo Recommended specifically for originals containing photographs, Fire No Now Procipions Speed Digit Namo magazine pictures or continuous Address Book tones, without any text or line art. Produces the best quality for 2 Sided Originals Original Type photographs, but poor quality text Lighton / Darkon and line art. Lighton Photo and Toxt \2 Sidud Photo

Search

Enter a key word.

Previous Menu



Glossary



When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

General Settings



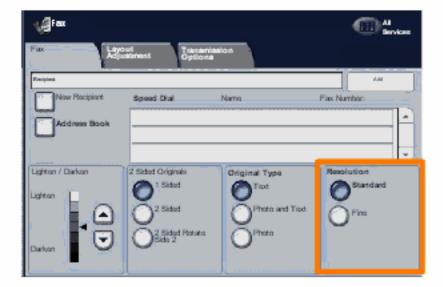


Resolution

The resolution affects the appearance of the scanned image, by defining the resolution at which the original will be scanned and the image stored.

The higher the scanning resolution, the better the image quality, although a larger image file is created.

The current resolution setting is shown under the Scan Resolution button.



Enter a key word.



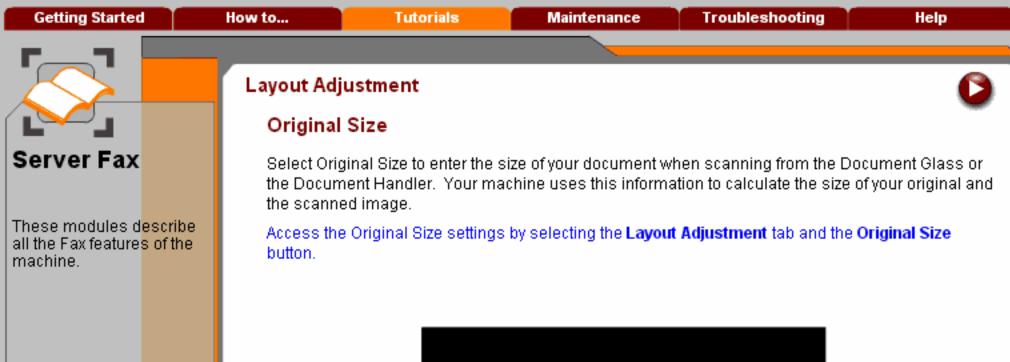
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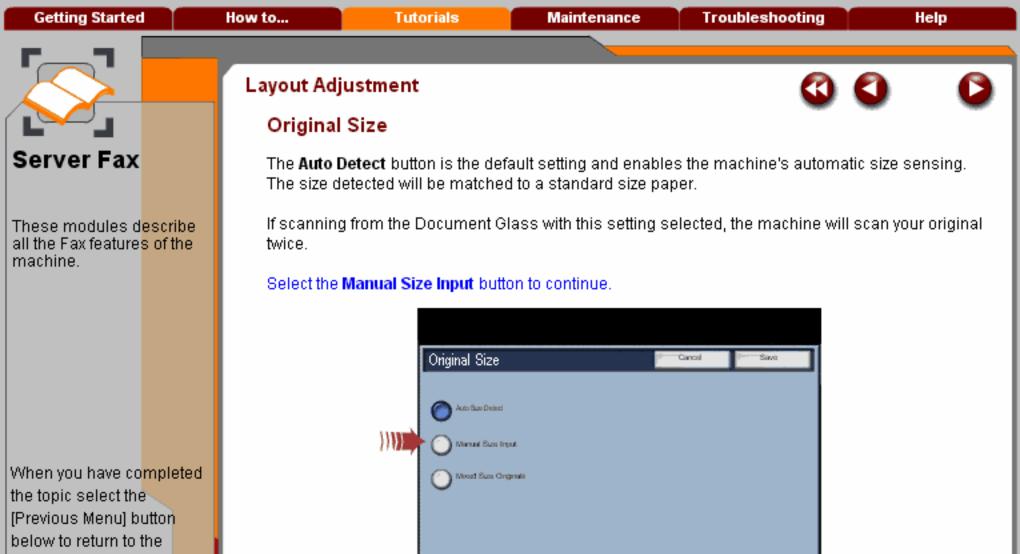
XEROX.

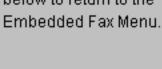


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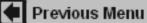
Search

Enter a key word.

















When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Layout Adjustment



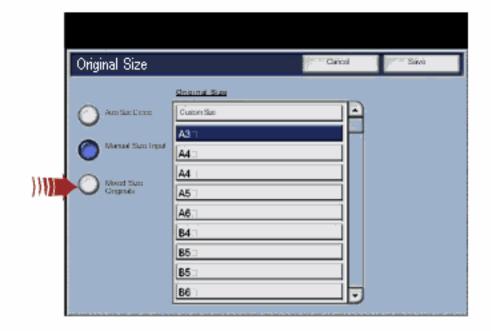




Original Size

The Manual Size Input button allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars. When scanning from the Document Glass with this setting selected, the machine will assume that the original is registered in the upper left corner of the glass.

Select the Mixed Size Originals button to continue.



Enter a key word.



Glossary



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Home





When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.

Layout Adjustment







Original Size

The **Mixed Size Originals** button allows you to fax documents containing different size pages. The pages must be the same width, like 8.5"x11" LEF and 11"x17" SEF, other combinations are shown on the screen.

The machine will detect the size of the documents and determine whether the receiving fax machine can support the various paper sizes. If the receiving fax cannot support the page sizes, the image will be reduced or enlarged to fit.



Enter a key word.



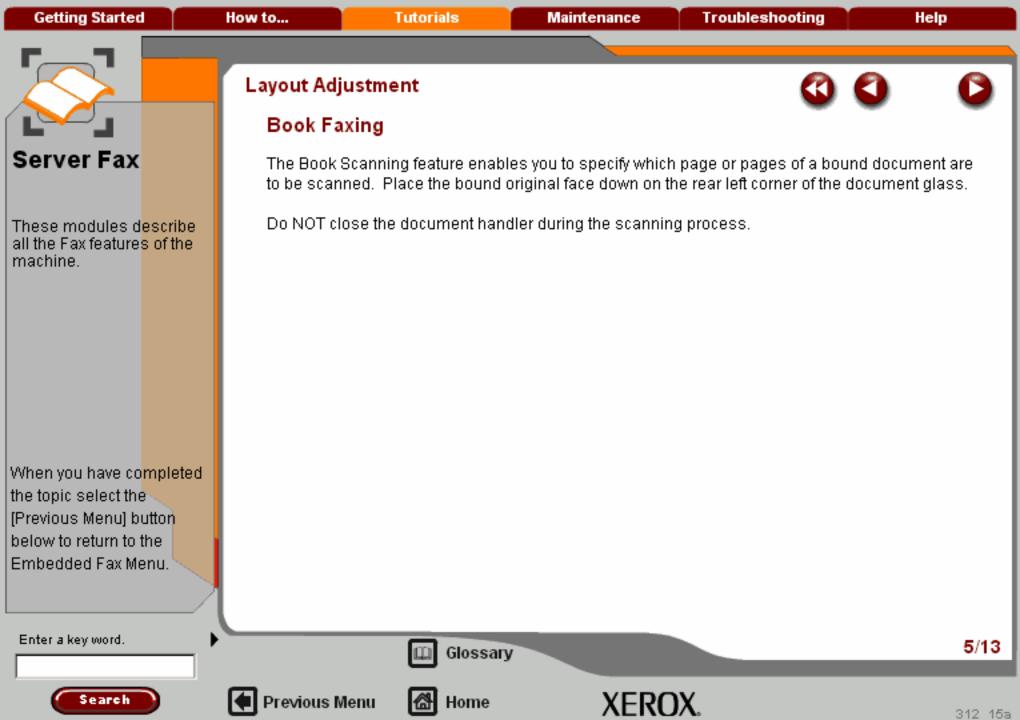
Glossary

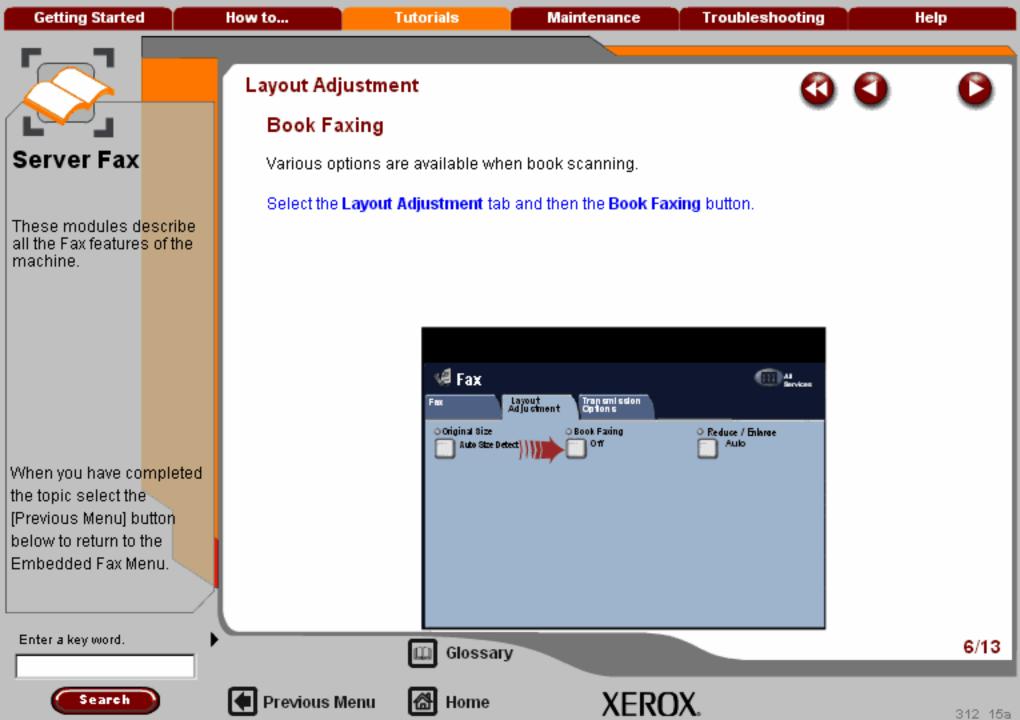


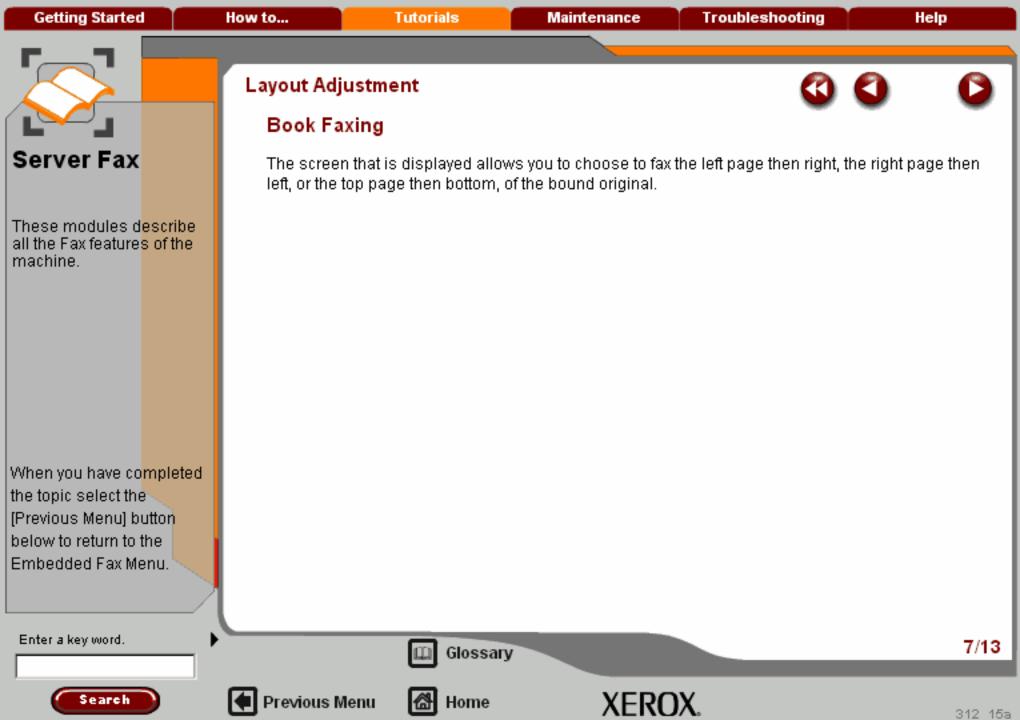
Previous Menu

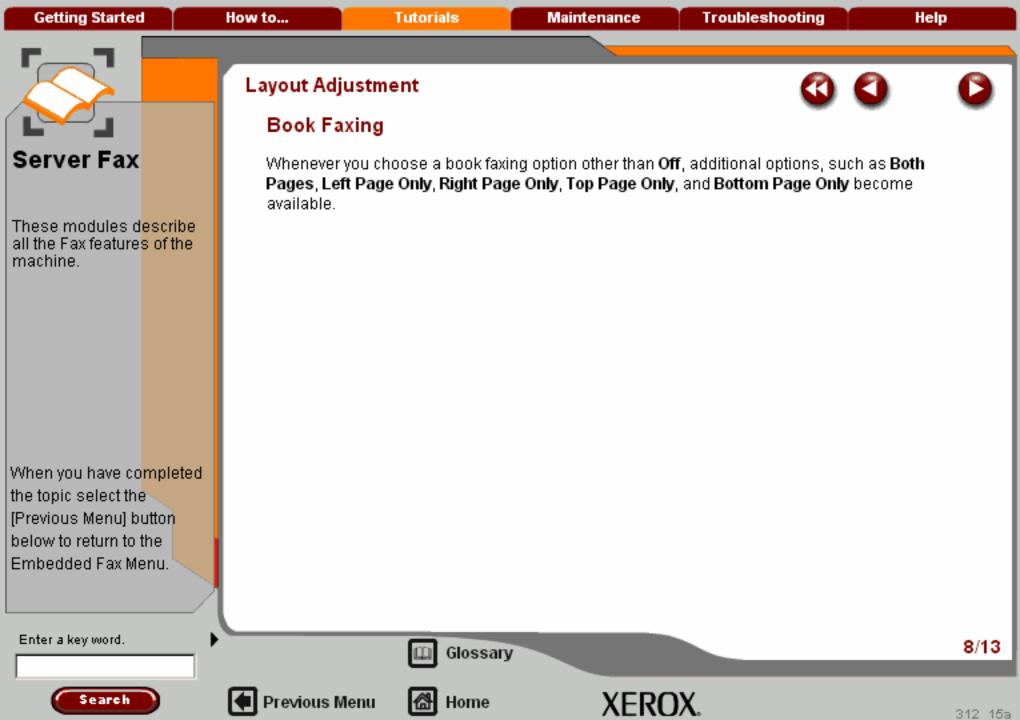
Home

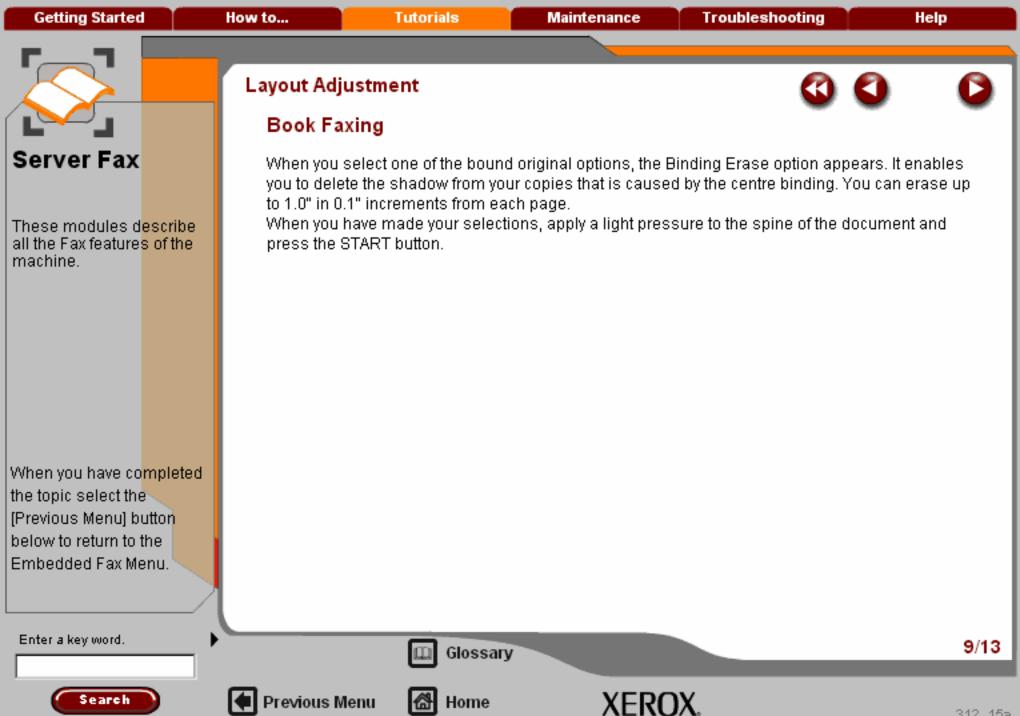


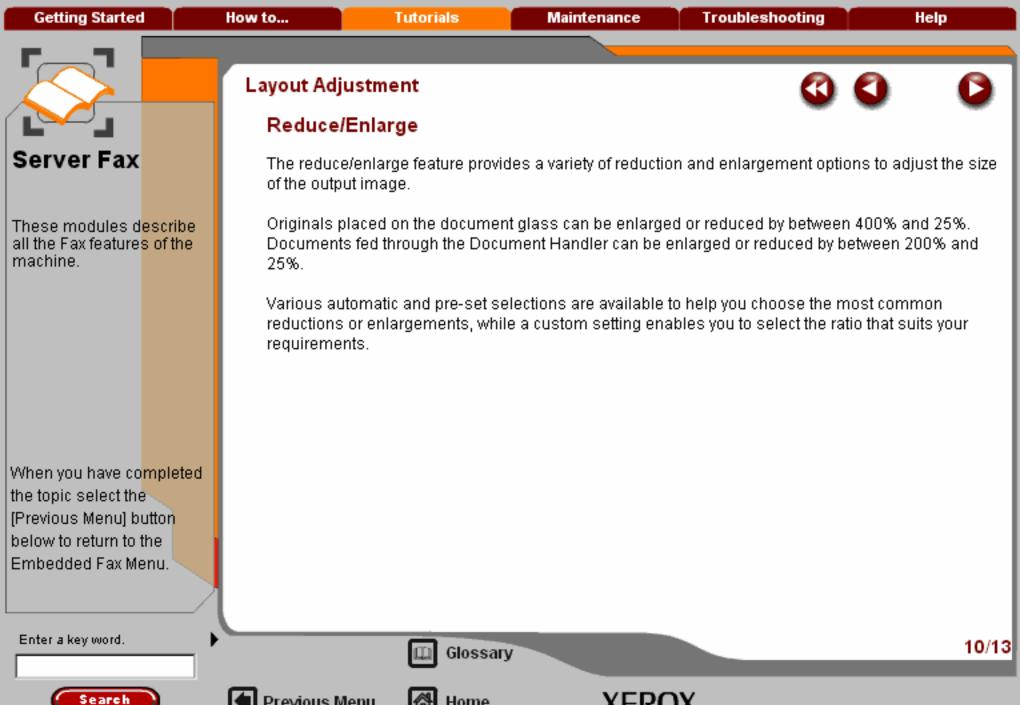


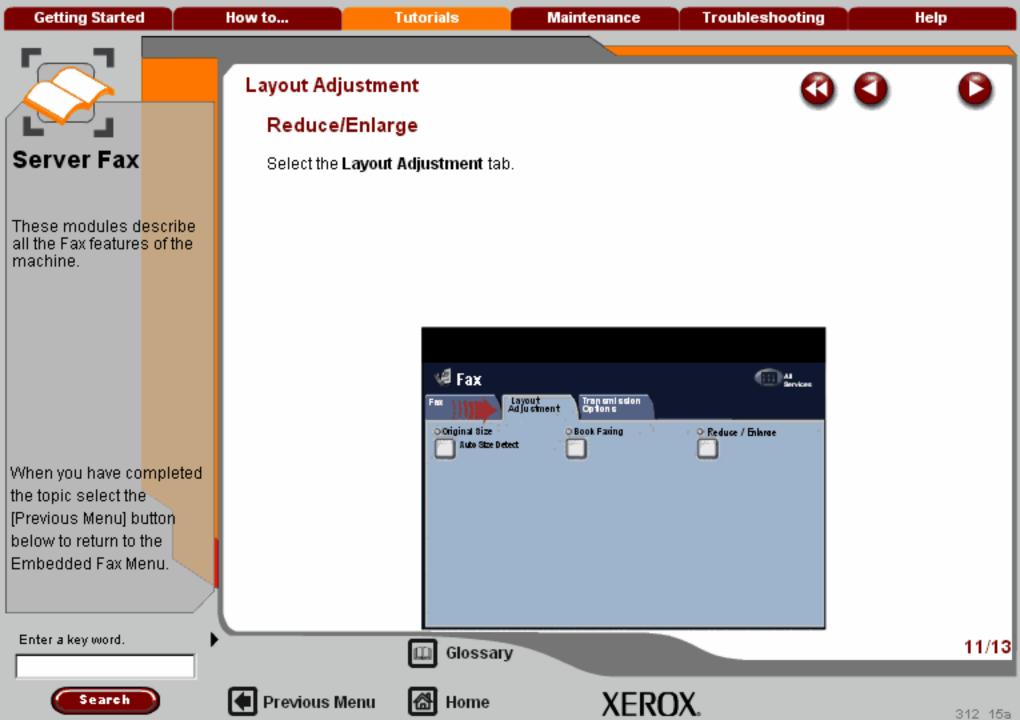


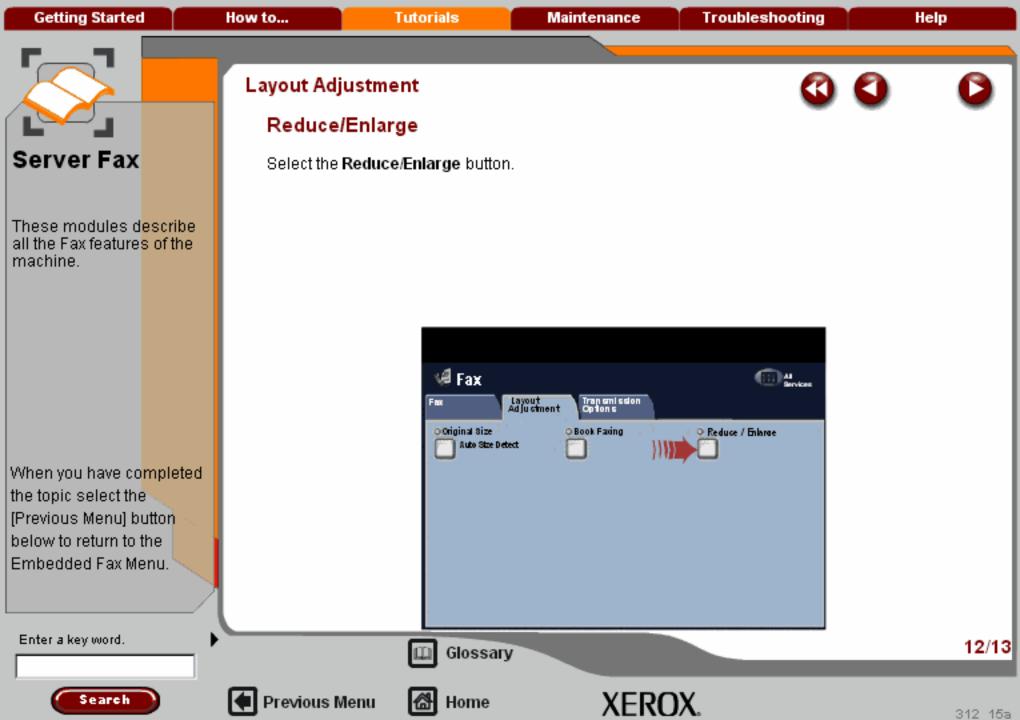


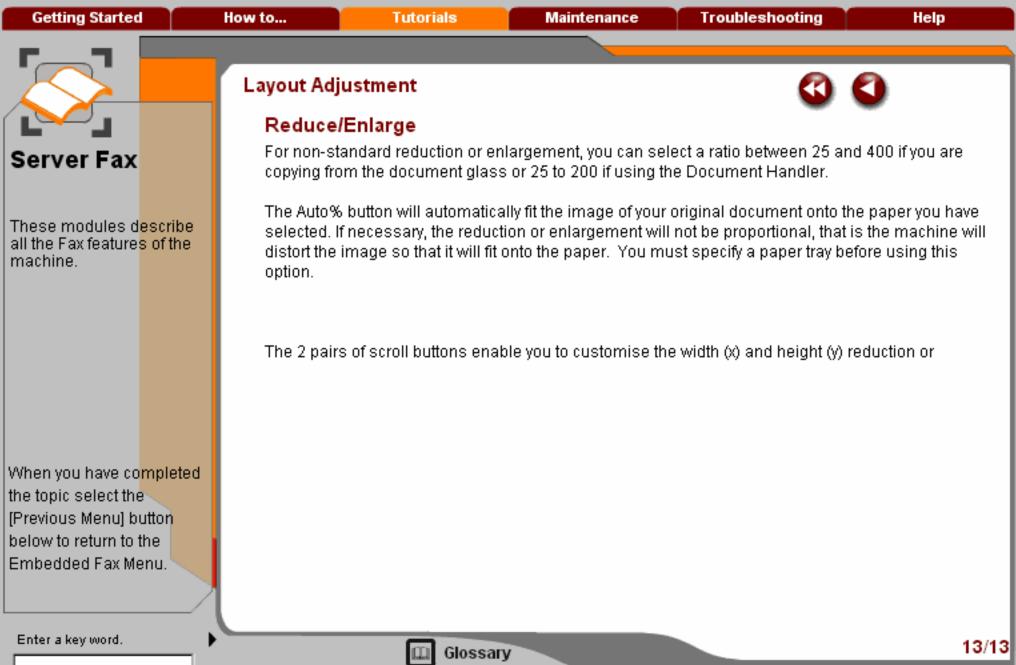








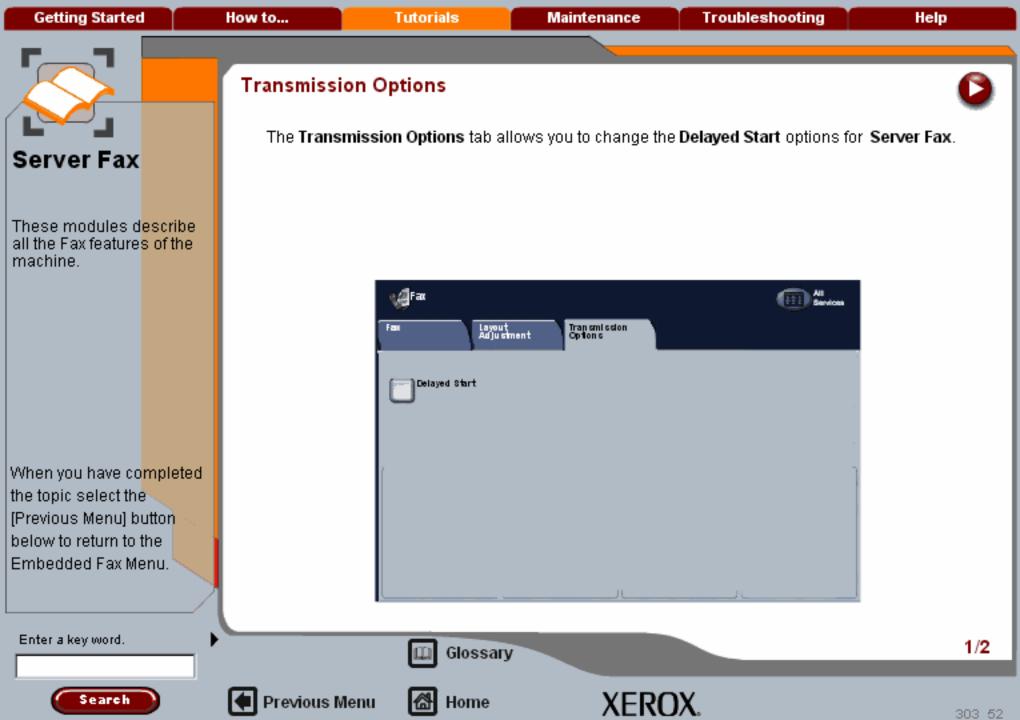


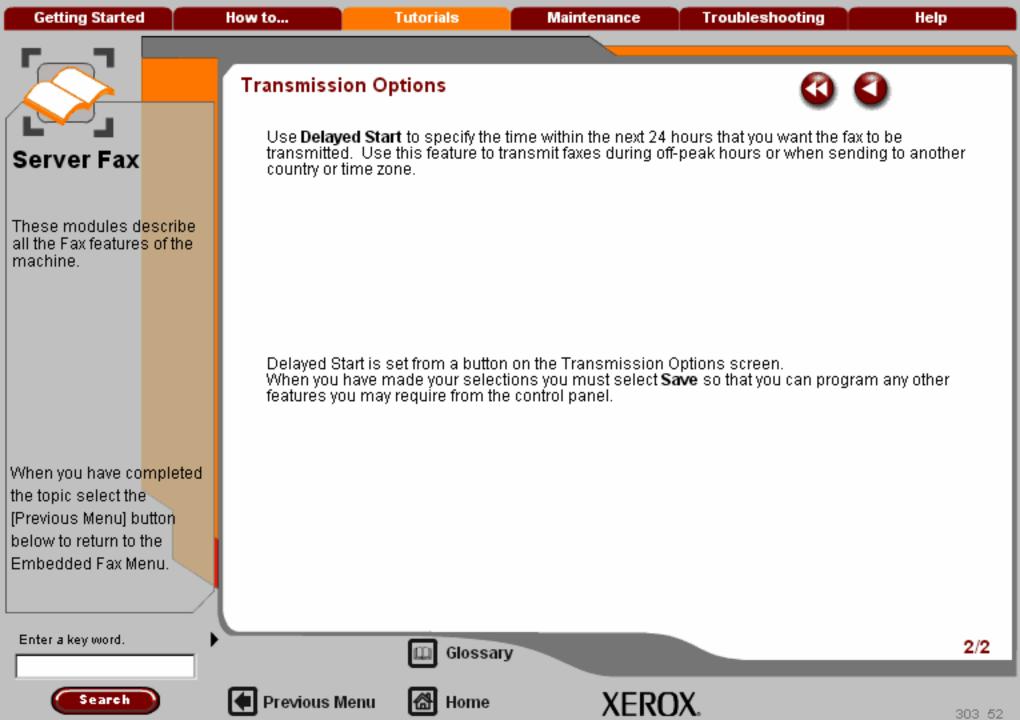






XEROX.





Getting Started How to... Tutorials Maintenance Troubleshooting Help



LAN Fax

These tutorials explain the LAN fax features of the machine.

Simple LAN Faxing

Overview

Setup >>>



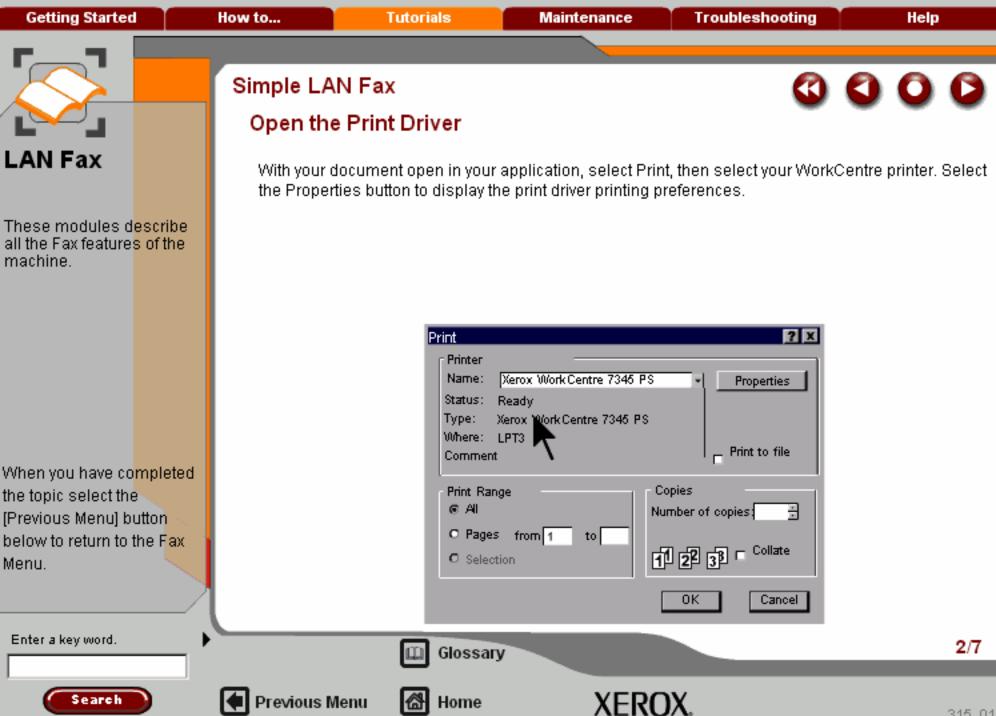








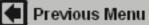








Search









These modules describe all the Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the F<mark>ax</mark> Menu.

Search

Simple LAN Fax









Enter the Recipient Details

Select the **Recipients** tab. You can now add Fax Recipients by clicking on the **Add Recipient...** button.



Enter a key word.



Glossary



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These modules d<mark>escribe</mark> all the Fax feature<mark>s of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Fax Menu.

Simple LAN Fax









Set the Fax Options

On the **Options** tab, select the required **Fax Resolution** option for your document. You can choose from **Standard**, **Fine**, or **Superfine** settings.

Next, select the **Confirmation Sheet** option required for your fax document. You can choose to **Print a Confirmation Sheet**, or you can choose **Do Not Print a Confirmation Sheet**.



Enter a key word.



Glossary

Home









These modules d<mark>escribe</mark> all the Fax feature<mark>s of the</mark> machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Simple LAN Fax









Set the Cover Sheet Option

If you require a **Cover Sheet** to be included with your fax document, select the **Print a Cover Sheet** option on the **Cover Sheet** tab.



Enter a key word.













These modules describe all the Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.

Simple LAN Fax







Send the Fax

When you have selected all the options you require, select **OK**. Select **OK** on the print driver screen and OK on the Print Screen. The Fax Confirmation screen will appear with the list of recipients you have chosen. If the details are correct, select the OK button and your fax will be submitted to the machine fax queue ready to be transmitted.



Enter a key word.













Getting Started How to... Tutorials Maintenance Troubleshooting Help



Internet Fax

These tutorials explain the internet fax features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

Simple Internet Faxing

Overview >>>

General Settings >>>

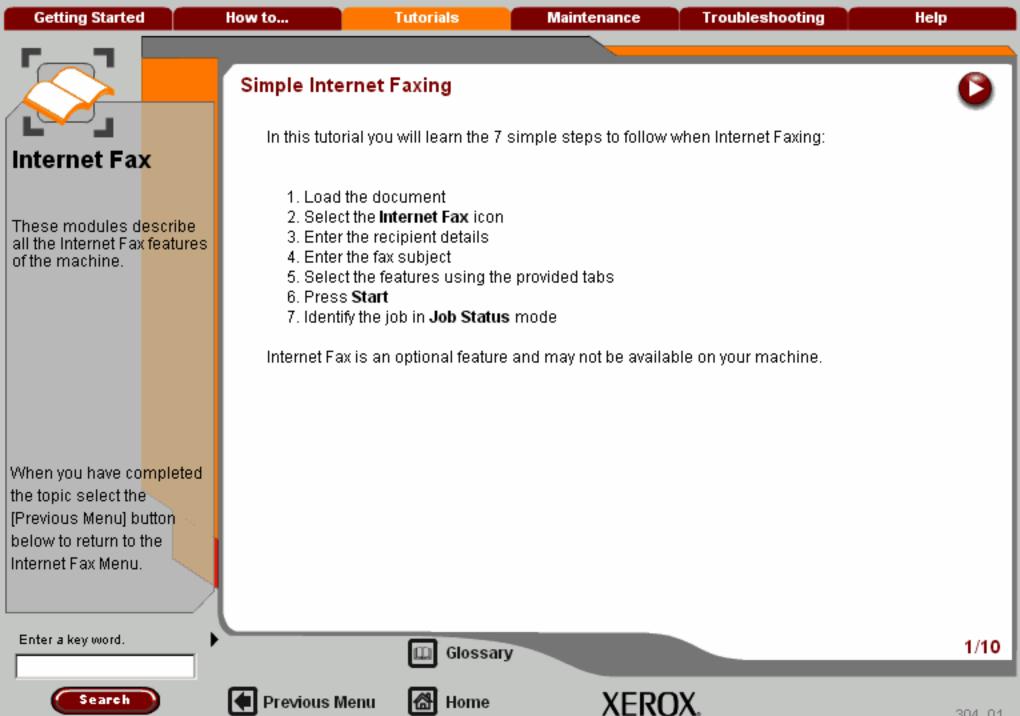
Layout Adjustment >>>

Fax Options >>>









These modules describe all the Internet Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button

below to return to the Internet Fax Menu.

1. Load the documents

A choice of document input areas is available. These are:

A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.











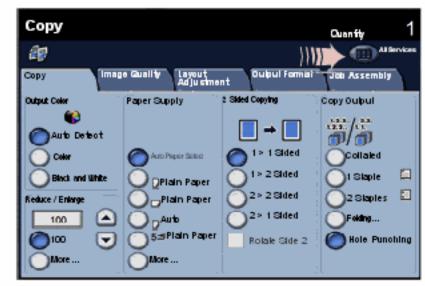






These modules describe all the Internet Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Internet Fax Menu.



Select the All Services icon, then select the Internet Fax icon.

Enter a key word.







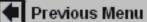




Enter a key word.

Search







Home

Glossary





These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Search

Simple Internet Faxing







3. Enter the Recipient Details



Input the full E-mail address of the receiving internet fax machine using the New Recipient option, or get the E-mail address from the Address Book.

For more information on using the Address Book, go to the module Entering an E-Mail Address.

Enter a key word.



Glossary



Previous Menu

Home







Input the full E-mail address of the receiving internet fax machine using the **New Recipient** option, or get the E-mail address from the Address Book.

For more information on using the Address Book, go to the module Entering an E-Mail Address.

the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

When you have completed

Enter a key word.

Search



Previous Menu



Home





These modules d<mark>escribe</mark> all the Internet Fax features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Simple Internet Faxing





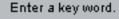


4. Enter the Fax Subject



Select Subject:.

Input the fax subject using the keyboard. The subject is the title line that appears on the E-mail that is faxed to the internet fax machine.









These modules d<mark>escribe</mark> all the Internet Fax <mark>features</mark> of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Search

Simple Internet Faxing







5. Select any features



If you need to change the fax settings select the **Layout Adjustment** or **Fax Options** tabs then select the desired settings.

For more information on the additional settings, go to the module **Layout Adjustment** or **Fax Options** tutorials.

Enter a key word.



Glossary



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Home





These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Search

Simple Internet Faxing



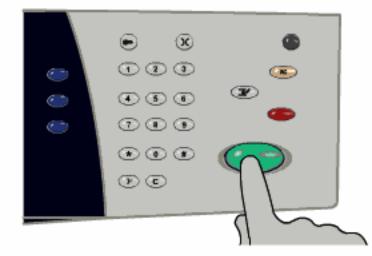


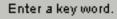




6. Press Start

Once you have pressed Start, each document is scanned once.







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Previous Menu

Home





These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Simple Internet Faxing

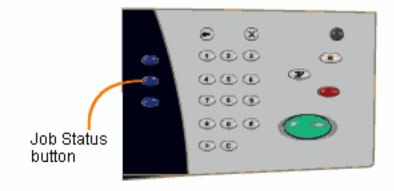




7. Identify your job in the Queue

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.



Glossary









Home



Getting Started How to... **Tutorials Maintenance Troubleshooting** Help



Internet Fax

These tutorials explain the internet fax features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple Internet Faxing



General Settings >>>

Layout Adjustment >>>

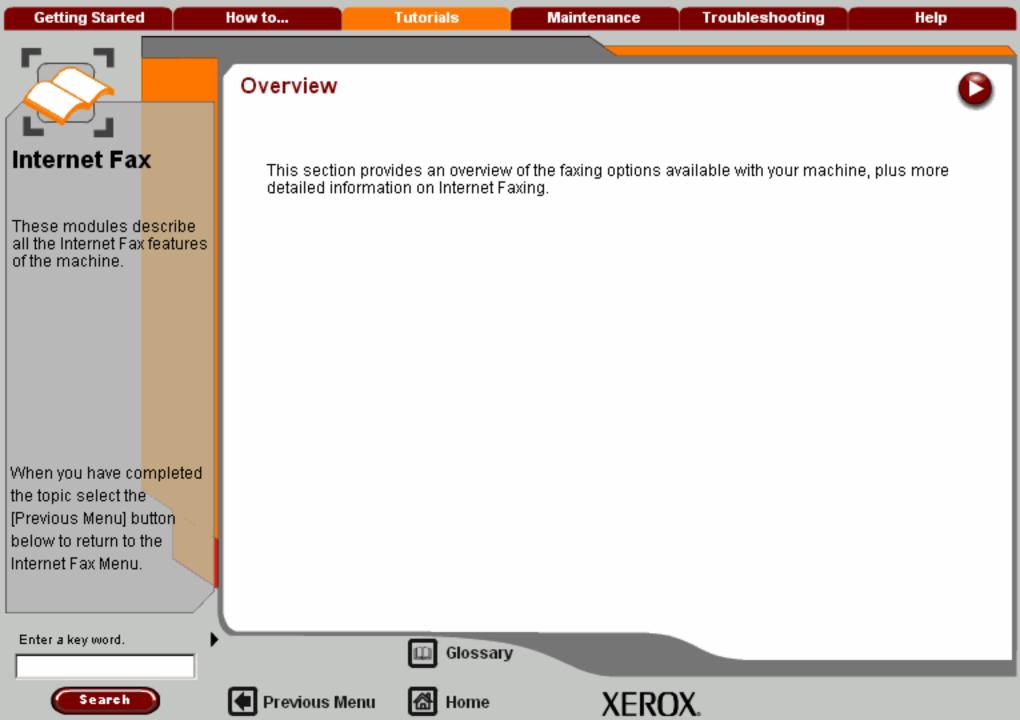
Fax Options >>>

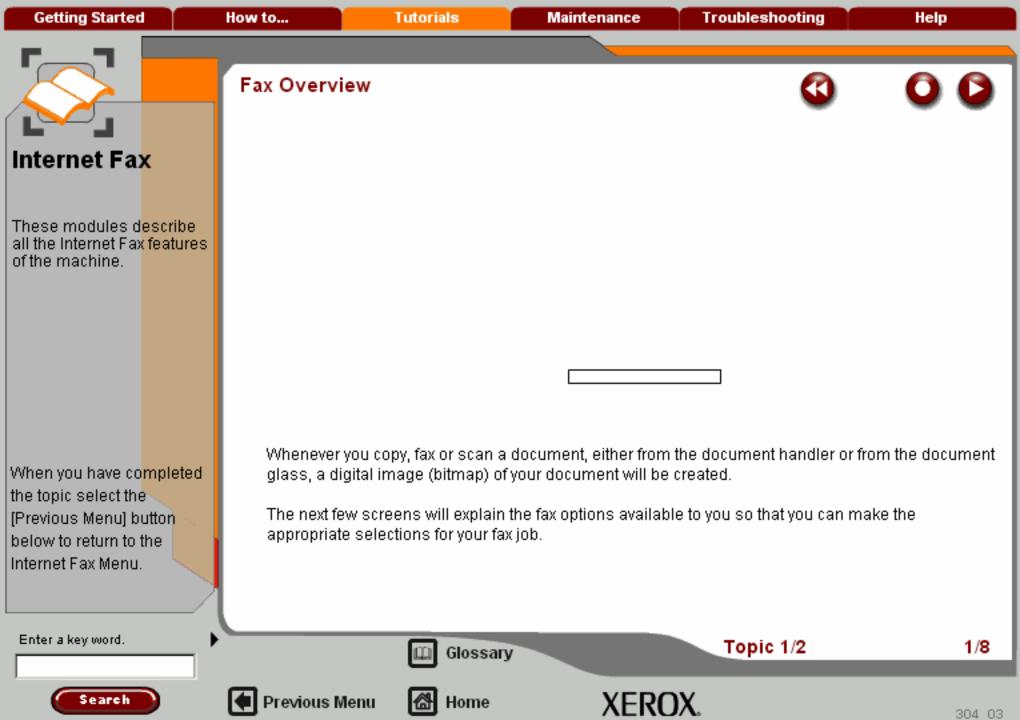












Getting Started How to... Tutorials Maintenance Troubleshooting Help



Internet Fax

These modules d<mark>escribe all the Internet Fax features of the machine.</mark>

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Fax Overview











The fax method you use depends upon where you want to send the scanned image of your document. You have 2 choices:

- 1 send the images to a fax machine. This is called Basic Fax.
- 2 attach the images to an E-mail and send them to a multifunctional machine that is connected to the internet and is enabled to accept internet faxes. This is called **Internet Fax**.

Enter a key word.



Glossary

Topic 1/2













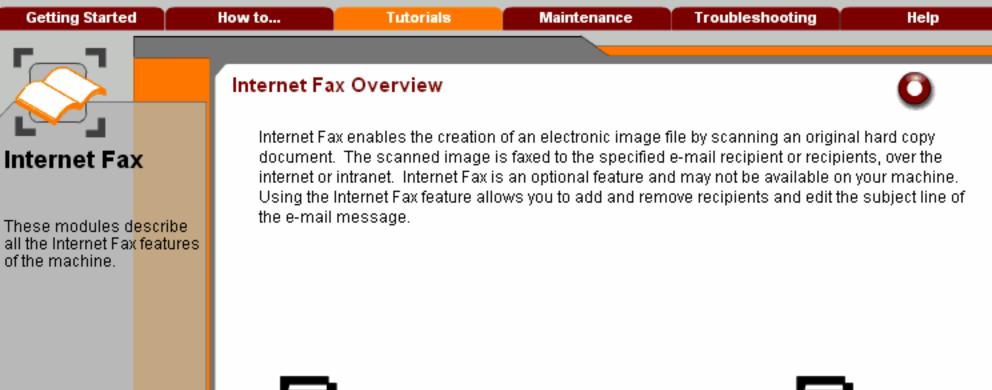












When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Enter a key word.









Home

Glossary



Getting Started How to... **Tutorials Maintenance Troubleshooting** Help



Internet Fax

These tutorials explain the internet fax features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple Internet Faxing

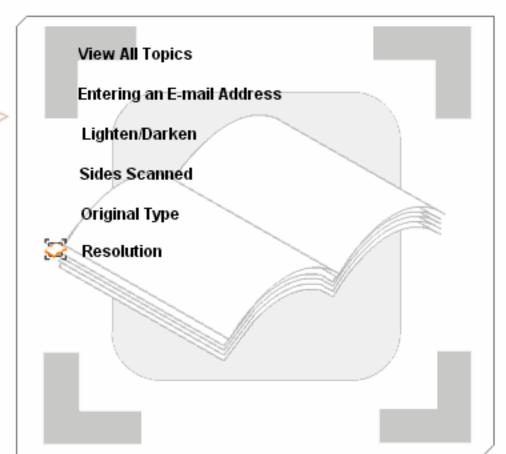


Overview >>>



Layout Adjustment >>>

Fax Options >>>











These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Entering an E-Mail Address



If you already know the full SMTP e-mail address, you can enter the e-mail address manually using the **New Recipient** option. Otherwise, you can use the Address book option.

To enter an email address manually, select the New Recipient button.

Use the keyboard to enter the e-mail address.

When you have entered the required e-mail address select the **Add** button. The machine will check that it is an SMTP address. If it is not an SMTP address, the machine will search the address book for a matching entry. The entered e-mail address will be shown in the Recipient List.



Enter a key word.



Glossary

Topic 1/5

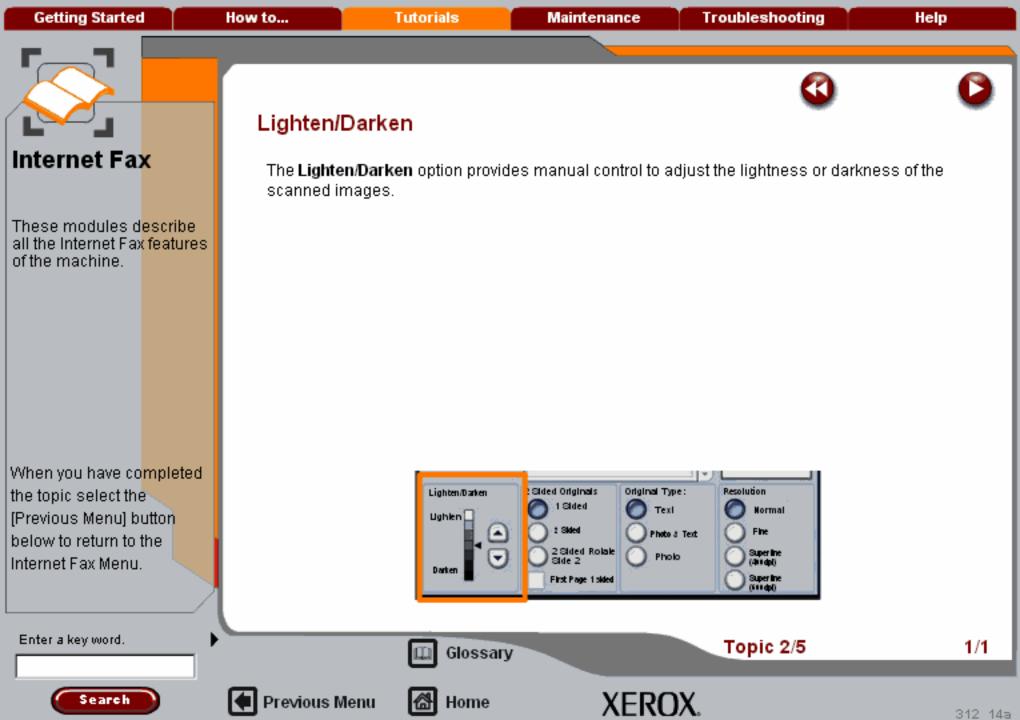


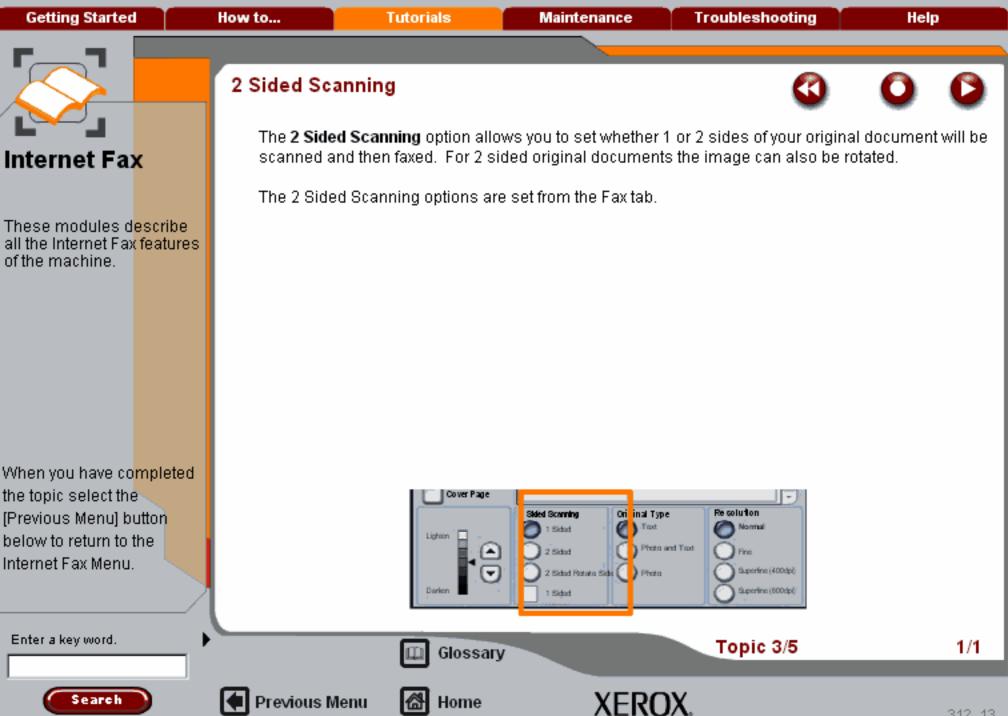


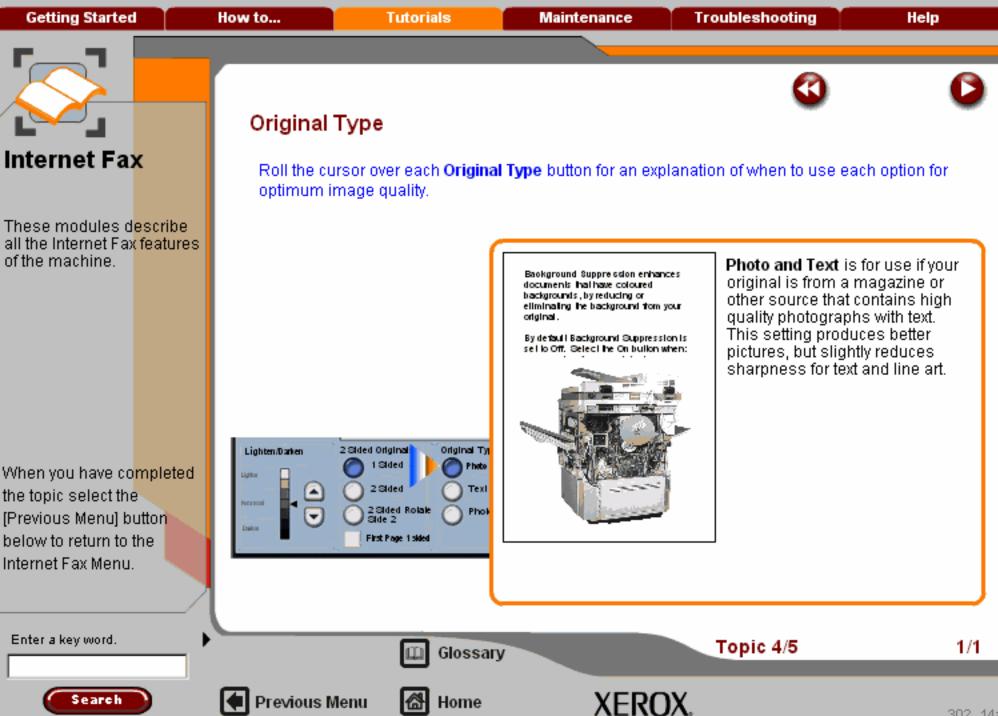


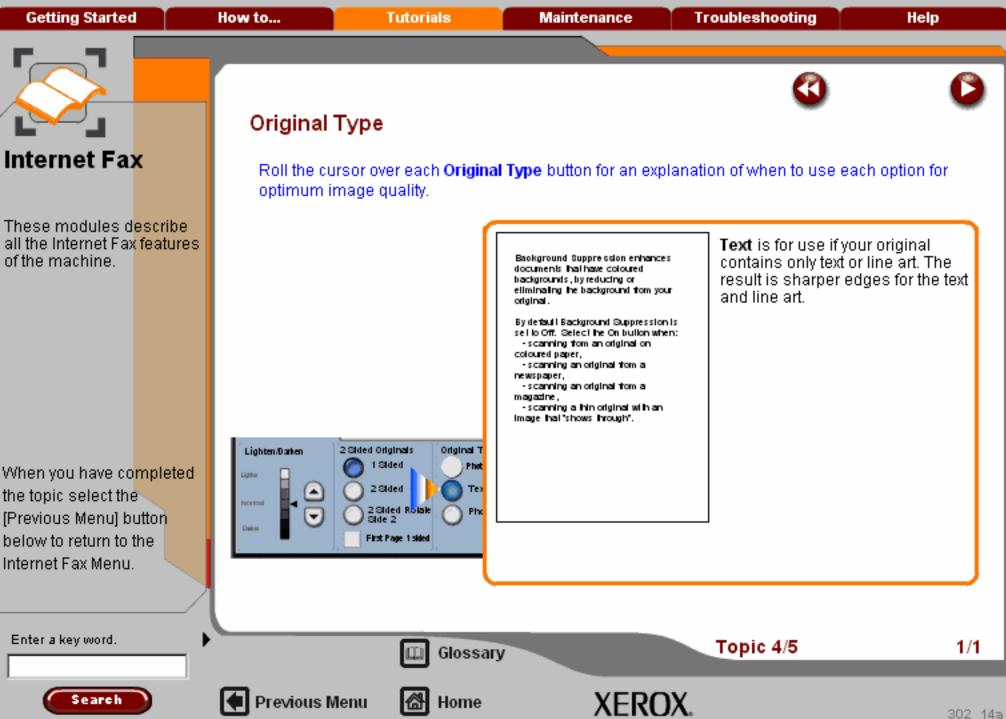




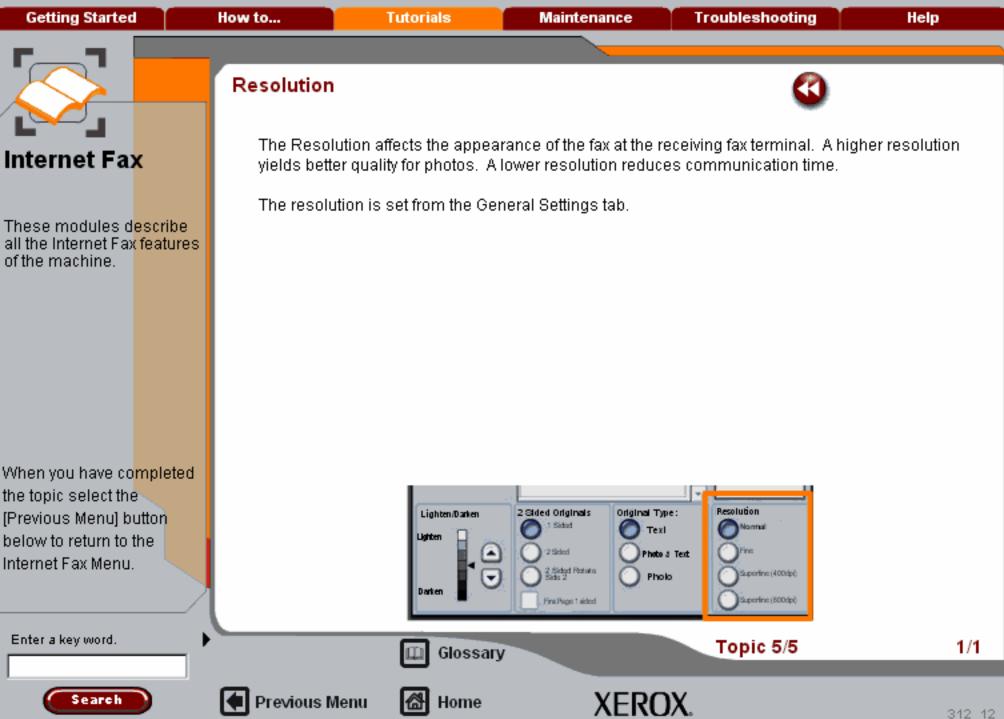












Getting Started How to... Tutorials Maintenance Troubleshooting Help



Internet Fax

These tutorials explain the internet fax features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

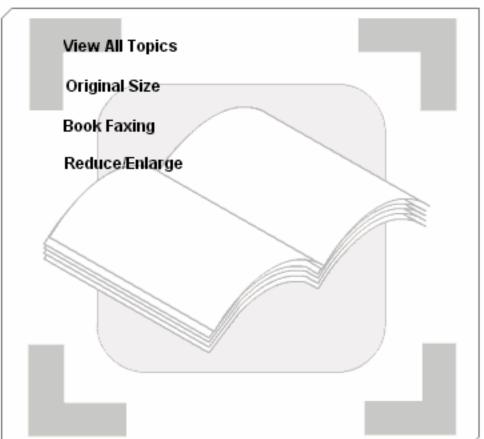








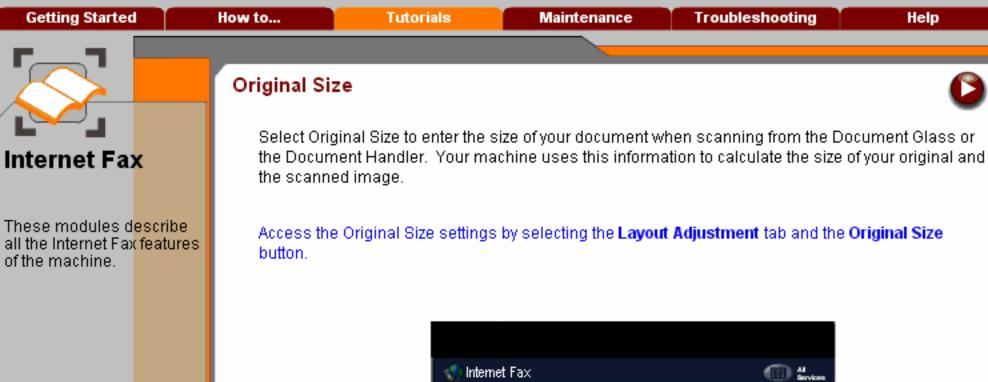
Fax Options >>>

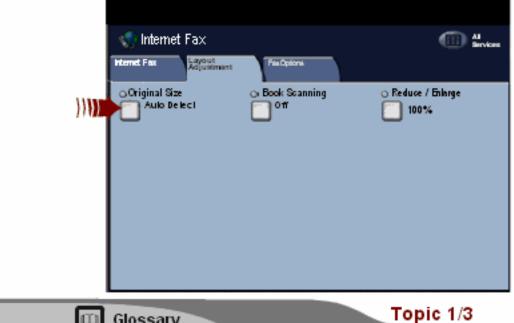












Enter a key word.

When you have completed

the topic select the

[Previous Menu] button below to return to the Internet Fax Menu.





Glossary







Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Original Size



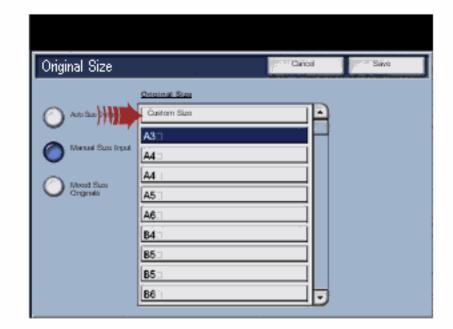




Manual Size Input is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the Custom Size option from the scroll list for more information on this option.



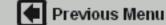
Enter a key word.



Glossary

Topic 1/3













Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Original Size

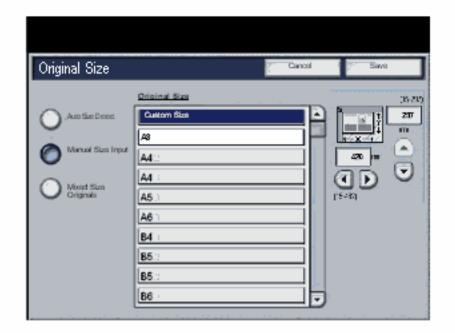






The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.



Enter a key word.



Glossary

Topic 1/3

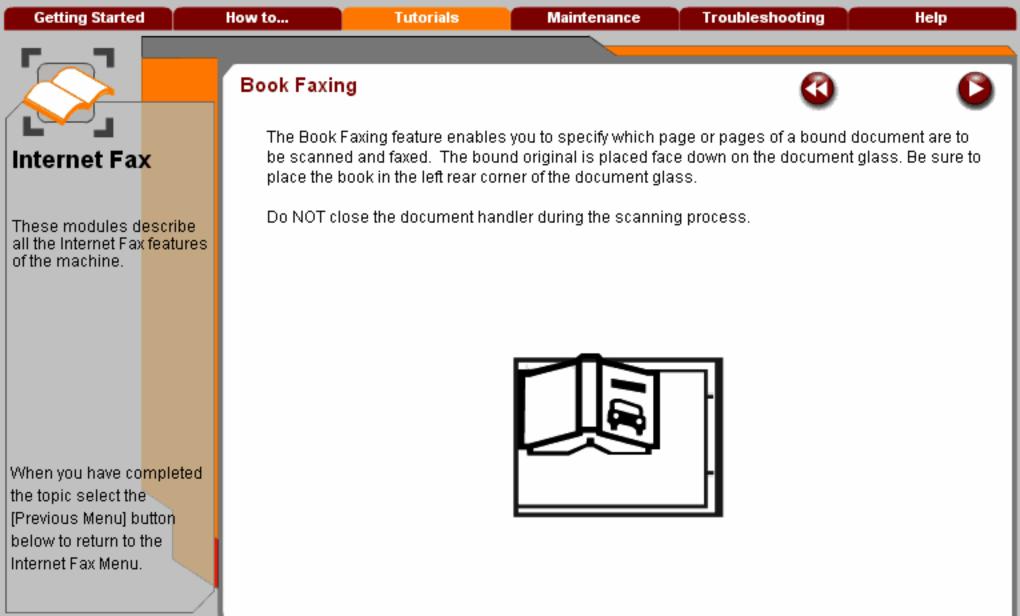












Enter a key word.



Glossary

Topic 2/3





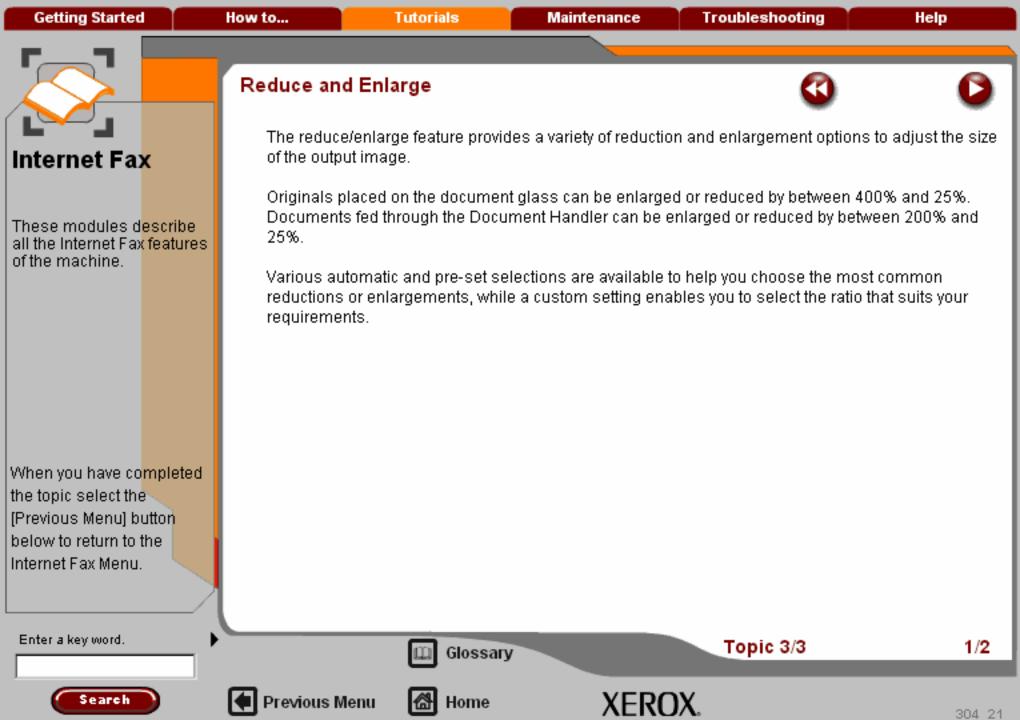














Internet Fax

These modules describe all the Internet Fax features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

Reduce and Enlarge





For non-standard reduction or enlargement, you can select a ratio between 25 and 400 if you are copying from the document glass or 25 to 200 if using the Document Handler.

The Auto% button will automatically fit the image of your original document onto the paper you have selected. If necessary, the reduction or enlargement will not be proportional, that is the machine will distort the image so that it will fit onto the paper. You must specify a paper tray before using this option.

The 2 pairs of scroll buttons enable you to customise the width (x) and height (y) reduction or enlargement to suit your own creative requirements.



Enter a key word.



Glossary

Topic 3/3











Getting Started How to... Tutorials Maintenance Troubleshooting Help



Internet Fax

These tutorials explain the internet fax features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

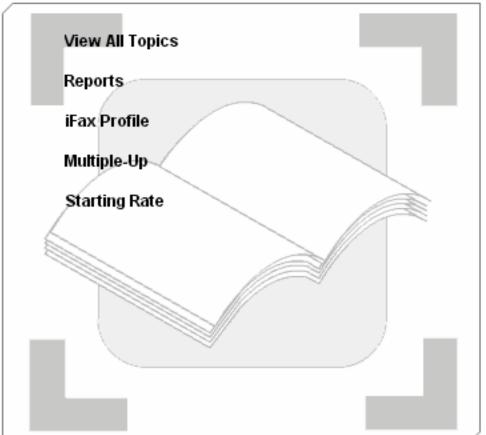






Layout Adjustment >>>

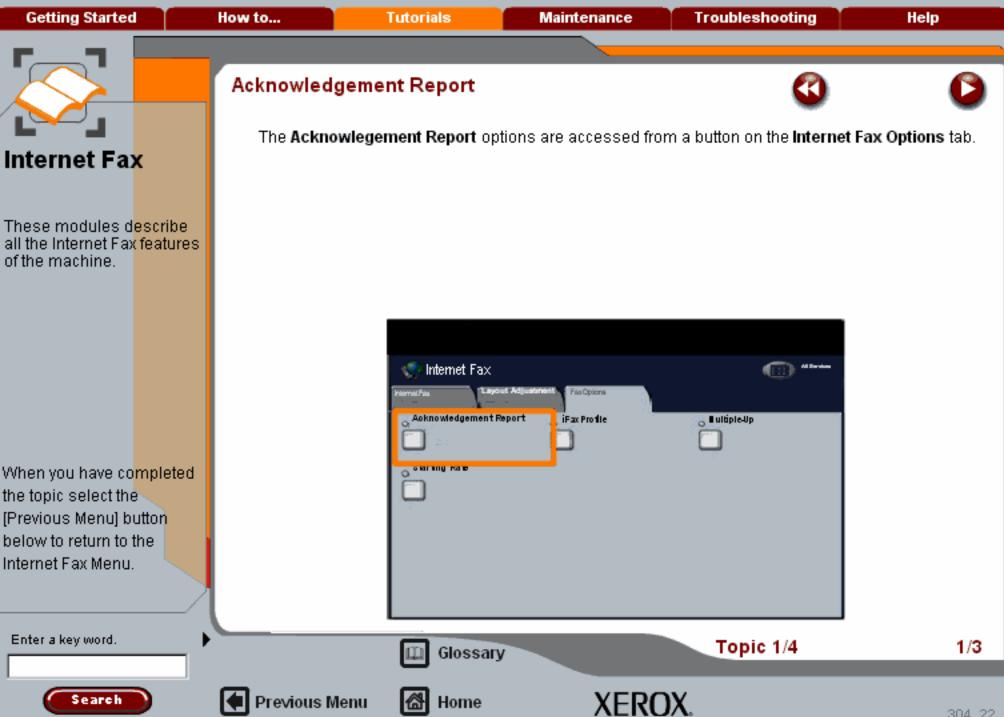


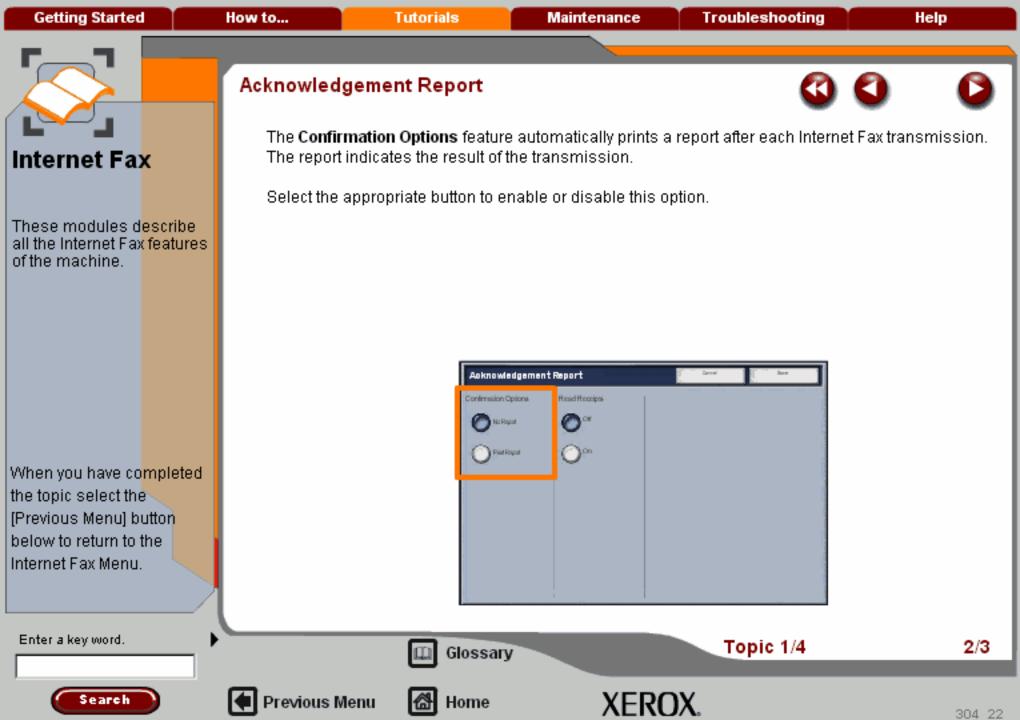














indicating the result of the transmission.

Select the appropriate button to enable or disable this option.

The recipient's server must support the MDN standard.

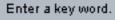


When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.

These modules describe

of the machine.

all the Internet Fax features





Topic 1/4

3/3

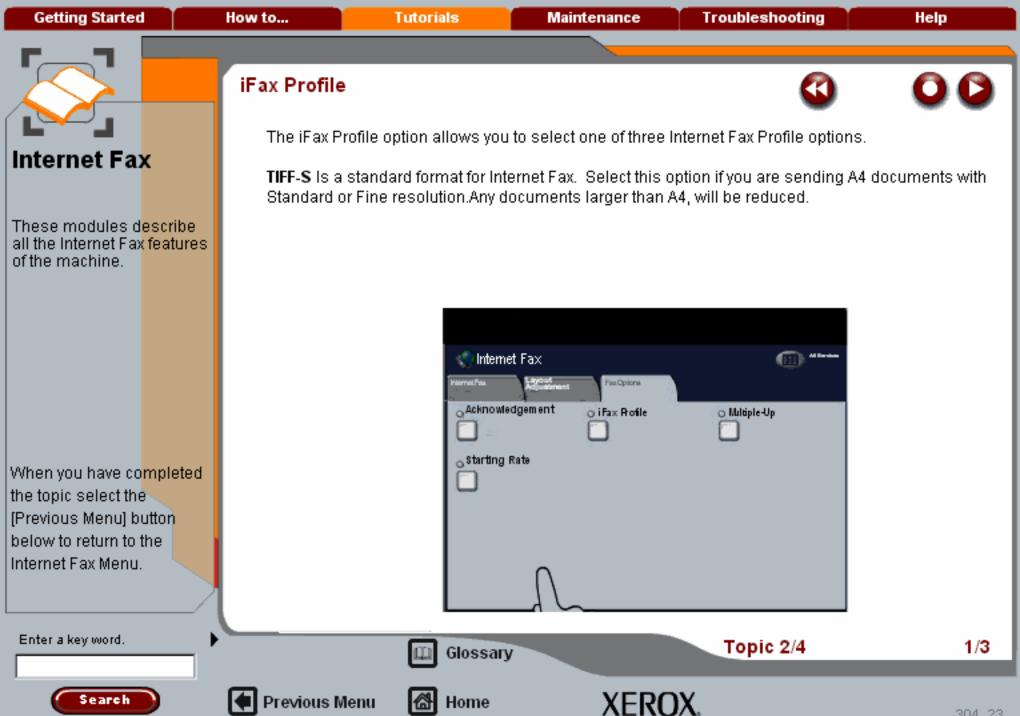






Home

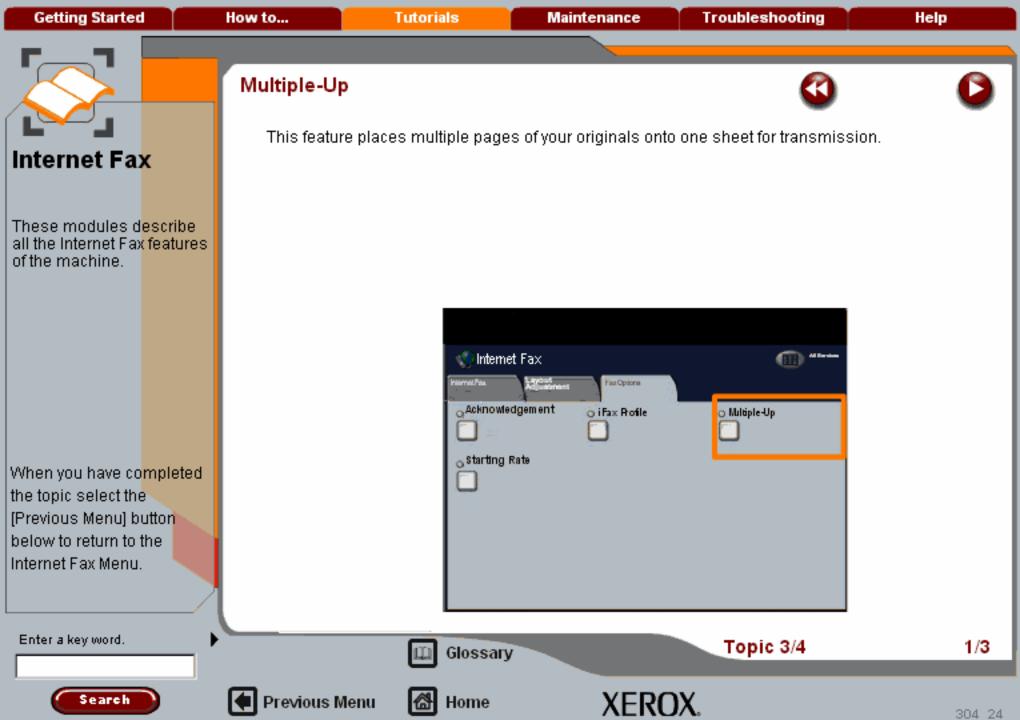




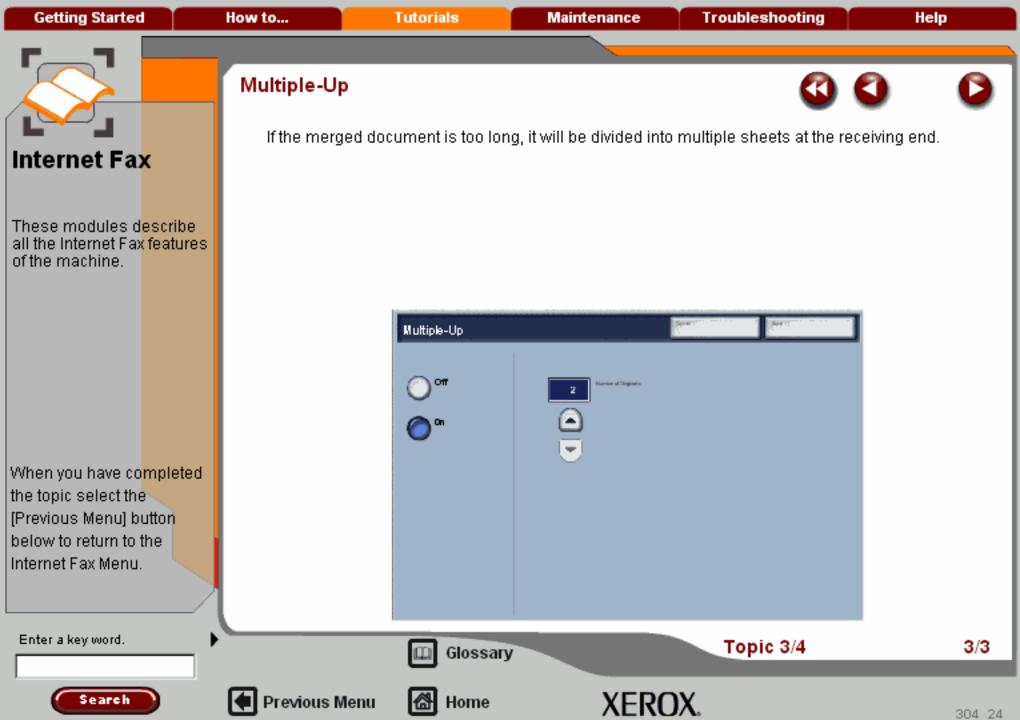


















Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

Simple Network Scanning

Scanning Overview >>>

General Settings >>>

Templates >>>

Layout Adjustment >>>

Filing Options>>>

Advanced Settings>>>











Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Simple Network Scanning







1. Load the documents

A choice of document input areas is available. These are:

1. A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings towards the back or left of the machine. Position the guides to just touch the edge of the documents.

2. A document glass:

Previous Menu

Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.



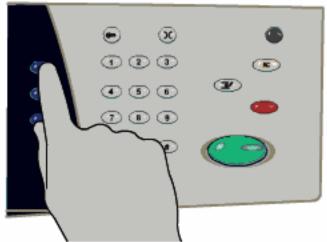
Glossary



Home







When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Enter a key word.

all the Network Scanning features of the machine.

Select the All Services icon, then select the Network Scanning icon.







Home

Glossary





Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed

the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

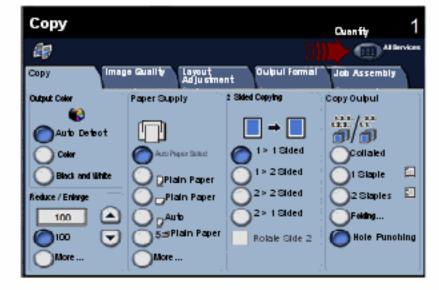
Search







2. Select the Network Scanning icon



Select the All Services icon, then select the Network Scanning icon.

Enter a key word.



Glossary



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Network Scanning

These modules d<mark>escribe</mark> all the Network Sc<mark>anning</mark> features of the ma<mark>chine</mark>.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Simple Network Scanning







2. Select the Network Scanning icon



Select the All Services icon, then select the Network Scanning icon.

Enter a key word.



Glossary







These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Search

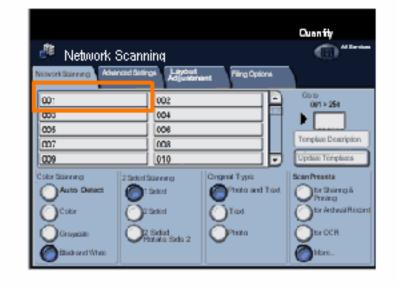
Simple Network Scanning







3. Select the template



Select the template that contains the destination and other settings required for your scan job from the template list. Contact your system administrator if none of the templates have been setup.

Enter a key word.



Glossary



Previous Menu





These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Search

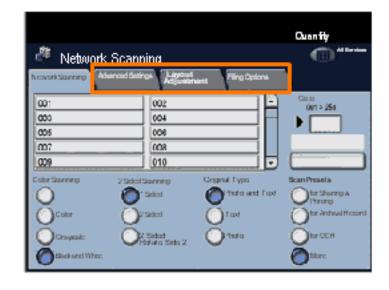
Simple Network Scanning







4. Select the Features



If you need to change the scan settings, select the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tabs, then select the desired settings.

For more information on the settings, go to the **Advanced Settings**, **Layout Adjustment**, or **Filing Options** tutorials.

Enter a key word.



Glossary



Previous Menu





These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Simple Network Scanning





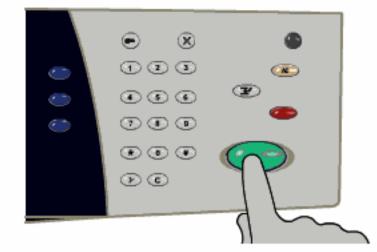




mple rection counting

5. Press Start

Once you have pressed **Start**, each document is scanned once.



Enter a key word.



Glossary



Previous Menu

Home





These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Simple Network Scanning



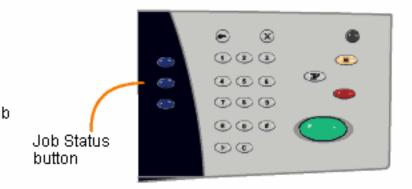




6. Identify your job in the Print Queue.

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





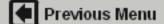
Enter a key word.



Glossary







Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



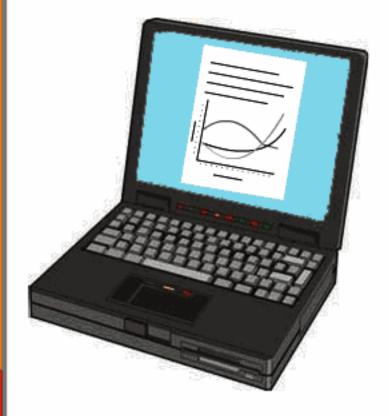
Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Simple Network Scanning

7. Access your job







Access the electronic version of the document at your workstation. The electronic file is accessed from the file destination as specified in the template. Depending on the output format of the imaged file, use the appropriate software to open the file.

Enter a key word.



Glossary

10/10











Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple Network Scanning



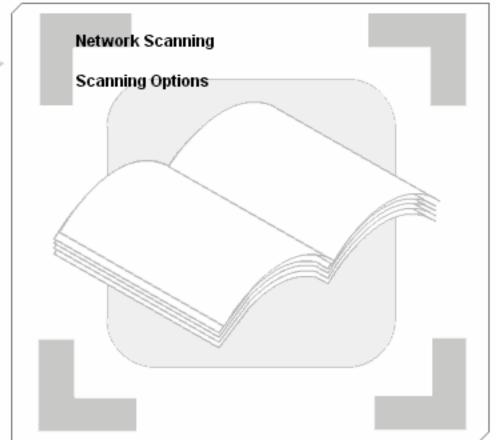
General Settings >>>

Templates >>>

Layout Adjustment >>>

Filing Options>>>

Advanced Settings>>>











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Network Scanning Overview

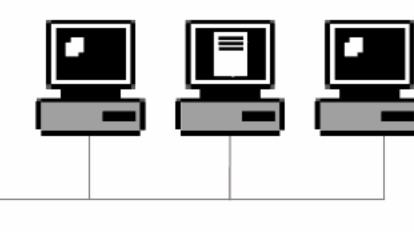




Network scanning enables the creation of an electronic image file by scanning an original hard copy document. Use Network Scanning when both your machine and your computer have access to the same specified filing location. Network scanning is an optional feature and may not be available on your machine.

The scanned file is placed in a network filing location as specified by a *template*. The scanned in document can then be accessed from any computer, via any appropriate software.





Enter a key word.



Glossary

Home







These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Network Scanning Overview





The basic Network Scanning screen displays the templates available to the machine. The settings programmed for the selected template can be temporarily amended using the features available on the touch screen. The Output Destination assigned to the template cannot be changed at the machine.

			Quantity		
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Network Scanning Advanced Settings Layout Filing Options Ad Justinent					
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007	008				
009	010		Updan Yemplans		
Color Scanning	2 Sided Scanning	Original Type:	Soan Presets		
Auto Detect	1 Skiled	Pholo and	für Sharing & Prinsing		
Color	O: Sided	Text	or Andrival Record		
Grayscale	2 Sided Rolate Side 2	Pholo	O ky och		
Black and White			More.		

Enter a key word.



Glossary



Previous Menu





These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Scanning Options







Whenever you copy, fax or scan a document, either from the document handler or from the document glass, a digital image (bitmap) of your document will be created.

The following screens will explain the scanning options available to you so that you can make the appropriate selections for your scanning job.

Enter a key word.



Glossary



Previous Menu





These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Scanning Options











The scanning method you use depends upon where you want to send the scanned image of your document. You have 4 choices:

- 1 send the images to a folder or other container on a file server or a PC. This is called Network Scanning.
- 2 attach the image to an E-mail and send it to an E-mail address. This is called E-mail.
- 3 send the images to a telephone number destination. This is called Fax of which there are several options.
- 4 send the images to a combination of 1, 2 and 3.

Enter a key word.



Glossary











These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

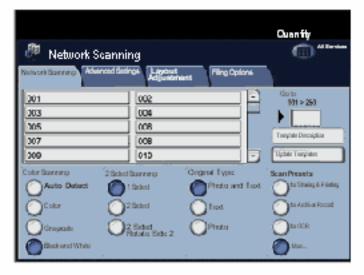
Scanning Options







Network Scanning



Network Scanning, sometimes referred to as Scan to File will scan your documents and send them to a folder on a server or a PC. This is called a **Repository**. All the parameters for scanning your documents are set-up in a **Template**. You can set-up different templates for different scan jobs or you can modify a template at the machine to suit a specific type of document. The scanned images will stay in the repository so that they can be accessed from a PC.

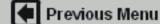
If you have Basic Fax you can also create a template that will send your scanned images to a fax machine. This is sometimes referred to as Scan to Fax.

Enter a key word.



Glossary











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Scanning Options







E-mail



E-mail, sometimes referred to as Scan to E-mail, allows you to send your scanned images to any valid E-mail address. You have to set up the scanning parameters for each job although you can insert the E-mail address from address books. Scanned images can produce large files so some multi-page documents may have to be scanned in sections so that they can be sent by E-mail.

Enter a key word.



Glossary















These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.









Fax



The machine has various fax options that will send the scanned images to a recipient over a telephone network and/or the computer network. These options are explained in How To ... Fax and in the Fax Tutorials.

Enter a key word.

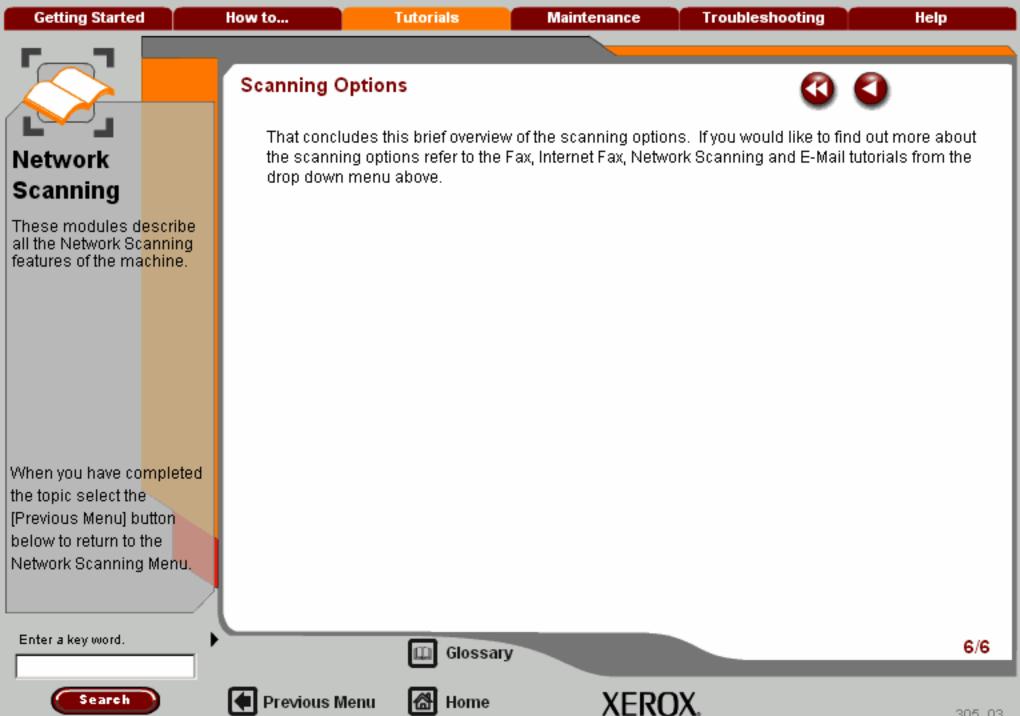


Glossary



Previous Menu





Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.







Templates >>>

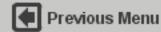
Layout Adjustment >>>

Filing Options>>>

Advanced Settings>>>







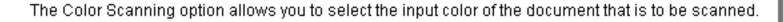


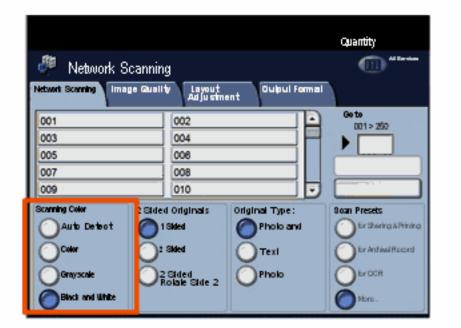


These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Color Scanning





Enter a key word.



Previous Menu



Home

Glossary





These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Color Scanning





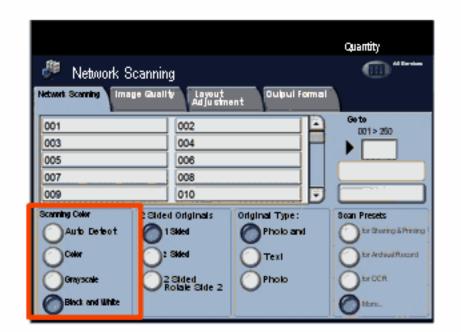
The selections that are available are:

Auto Detect

Color

Grayscale

Black and White



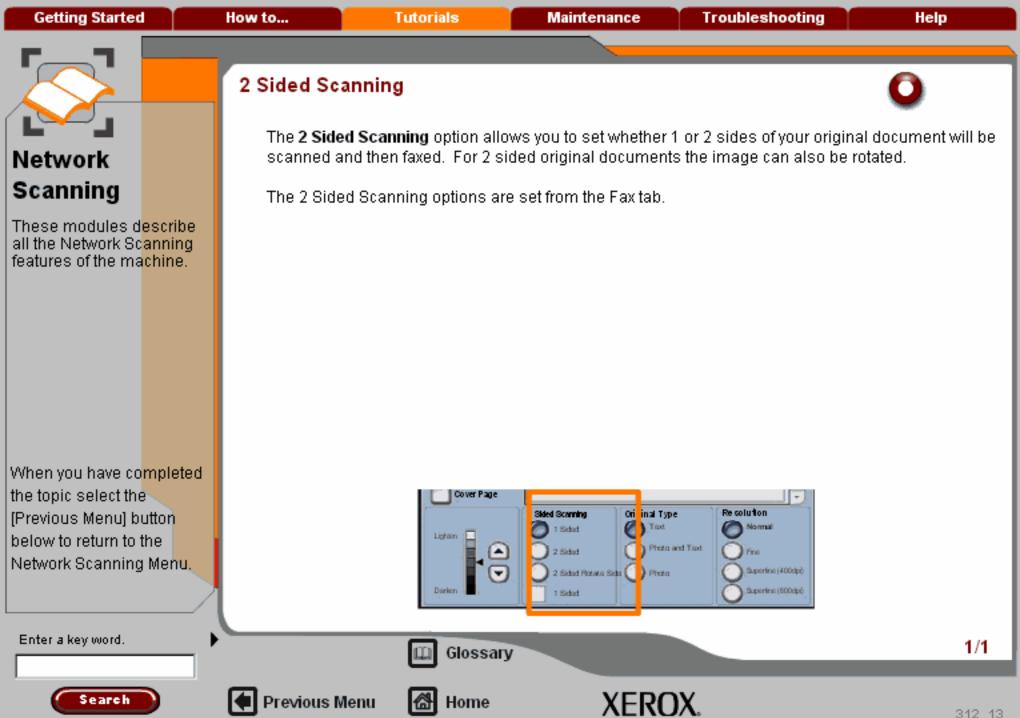
Enter a key word.

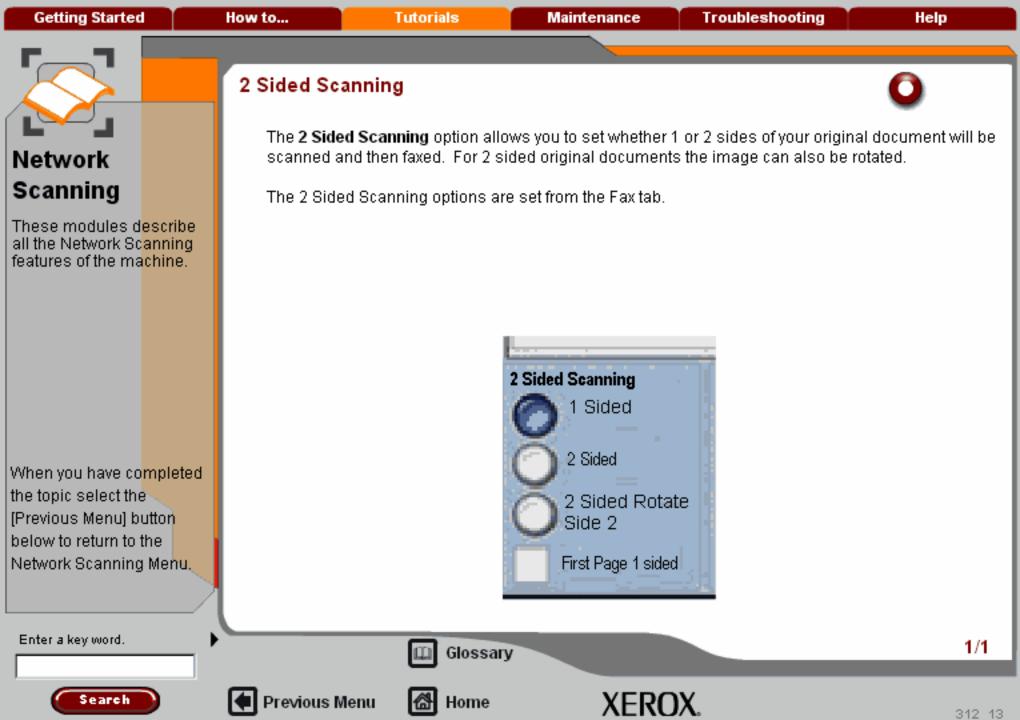


Glossary













These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Original Type

Roll the cursor over each **Original Type** button for an explanation of when to use each option for optimum image quality.

Background Suppression enhances documents that have coloured backgrounds, by reducing or eliminating the background from your original.

By detaul i Background Suppression is sel to Off. Select the On bullon when:



Photo and Text is for use if your original is from a magazine or other source that contains high quality photographs with text. This setting produces better pictures, but slightly reduces sharpness for text and line art.



Previous Menu

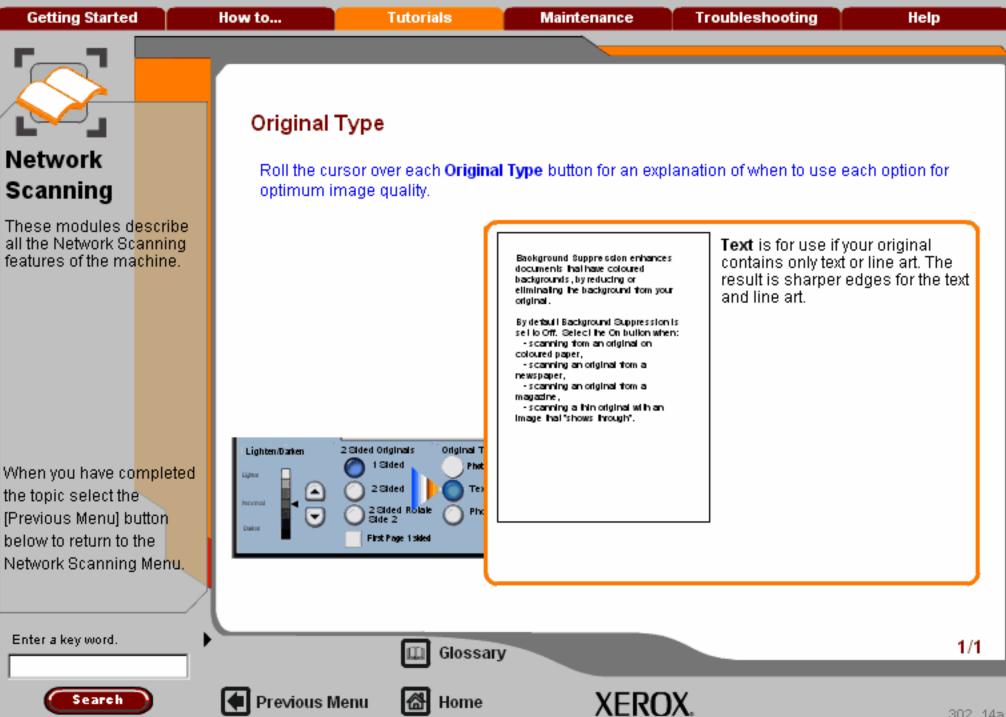
Enter a key word.



Glossary









These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Original Type

Roll the cursor over each Original Type button for an explanation of when to use each option for optimum image quality.



Photo is specifically designed to copy photographs or magazine pictures without any text or line drawings. Any text or line drawings copied in this mode will be less sharp than if you had selected any of the other Original Types.

Enter a key word.



2 Sided Originals

1 Sided

2 Sided

2 Sided Side 2

First Page 1 sided

Glossary

Home







1/1

Lighten/Darken



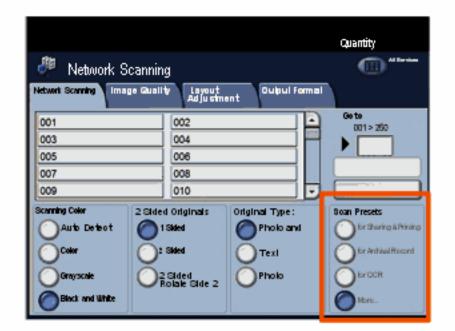
Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Scan Presets

The Scan Presets option that is selected will result in different image quality output. Select the option that best suits the files to be scanned.



Enter a key word.



Glossary







These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Scan Presets



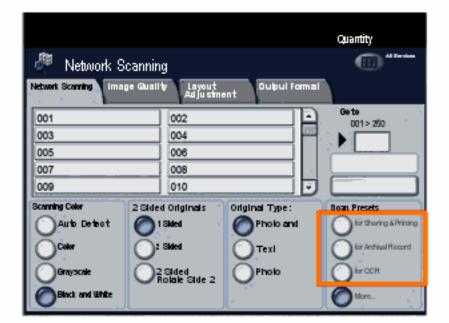




Sharing and Printing: Best for sharing files to be viewed on a monitor or for most standard documents.

Archival Record: Best for standard business documents that will be stored electronically specifically for record keeping purposes.

OCR: Best for documents that will be processed by Optical Character Recognition software.



Enter a key word.



Glossary







Getting Started

Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Scan Presets





High Quality Printing:Best for business documents that contain detailed graphics and phiotos. This will result in the highest image quality.

Simple Scan: Best used for fast processing, but may result in excessively large file sizes.

Custom: Use this setting to apply the scan settings that are defined in the current template.

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Network Scanning Image Quality Layout Output Formal					
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003	03 004				
005	006				
007	008				
009	010				
Scanning Color	2 Sided Originals	Original Type:	Soan Presets		
Auto Detect	1 Skiled	Pholo and	für Sharing & Printing		
Color	O: Sided	Text	or Andrival Record		
Grayscale	2Sided Rolale Side 2	Pholo	() Reform		
Black and White	TOTAL GIVE 2		tions.		

Enter a key word.



Glossary









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.





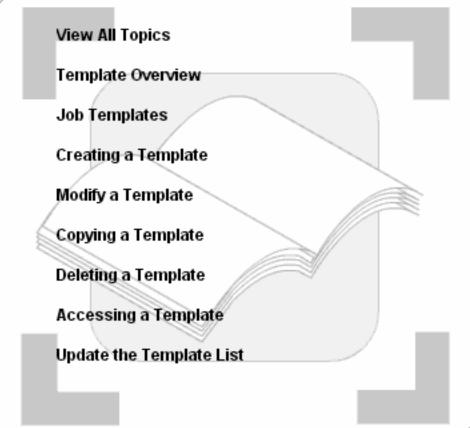




Layout Adjustment >>>

Filing Options>>>

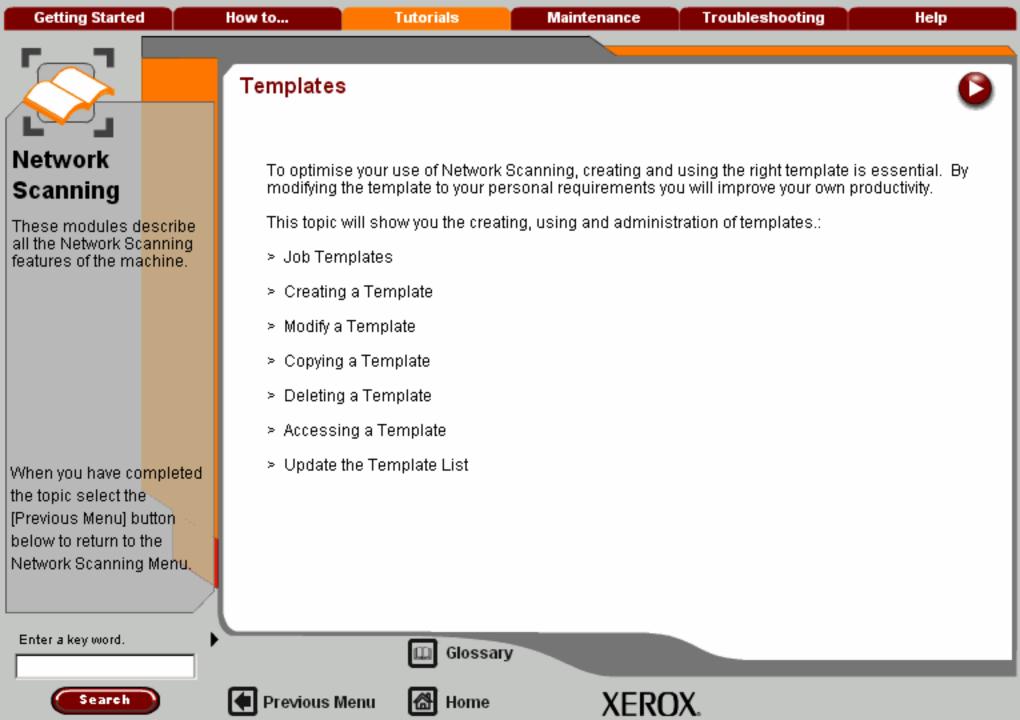
Advanced Settings>>>













These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Template Overview





Templates are used for scanning or faxing jobs at your machine. They define the parameters of your scan or fax job. Information such as the final destination of your job (the repository) and the image quality settings are defined within the template, along with the template name. The template name is displayed as the Selected Template on the pull down list..

You can select an existing template 'as is' or use Internet Services to create a brand new one or modify an existing one. To successfully complete a network scanning job you must select a template from the list.



Enter a key word.

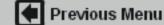


Glossary

Topic 1/8

1/4











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Template Overview







Template operations can either be performed from the Web UI, CenterWare Internet Services, or FreeFlow™ SMARTsend™. For information about FreeFlow™ SMARTsend™ templates refer to the FreeFlow™ SMARTsend™ User Guide. This guide is included with the FreeFlow™ software documentation that accompanied your machine.



Enter a key word.



Glossary

Topic 1/8

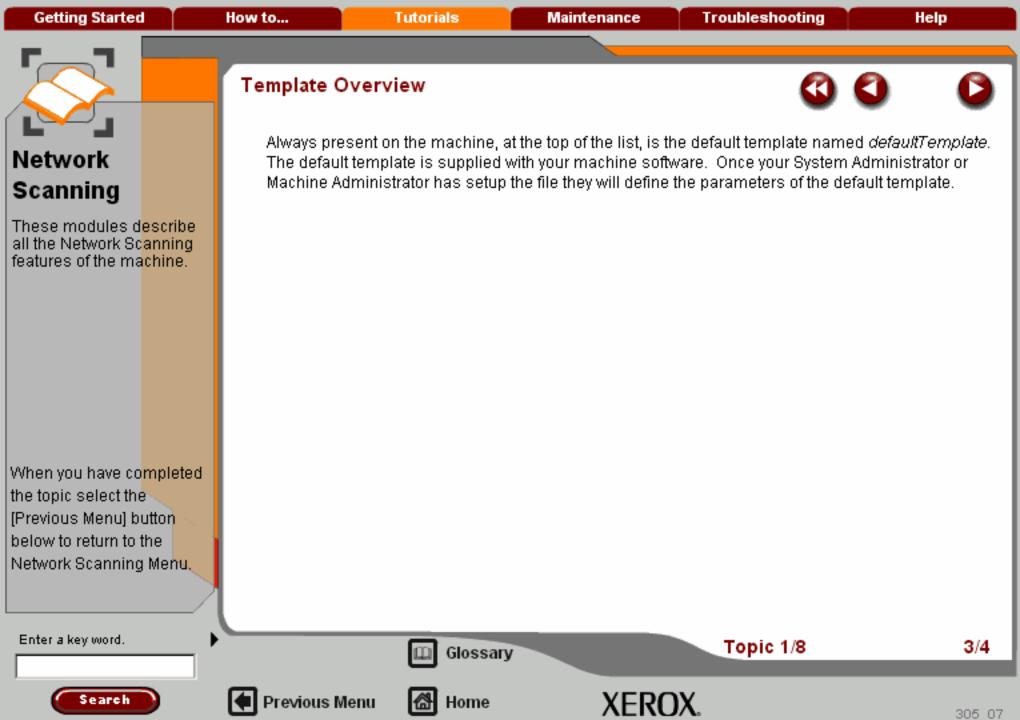
2/4



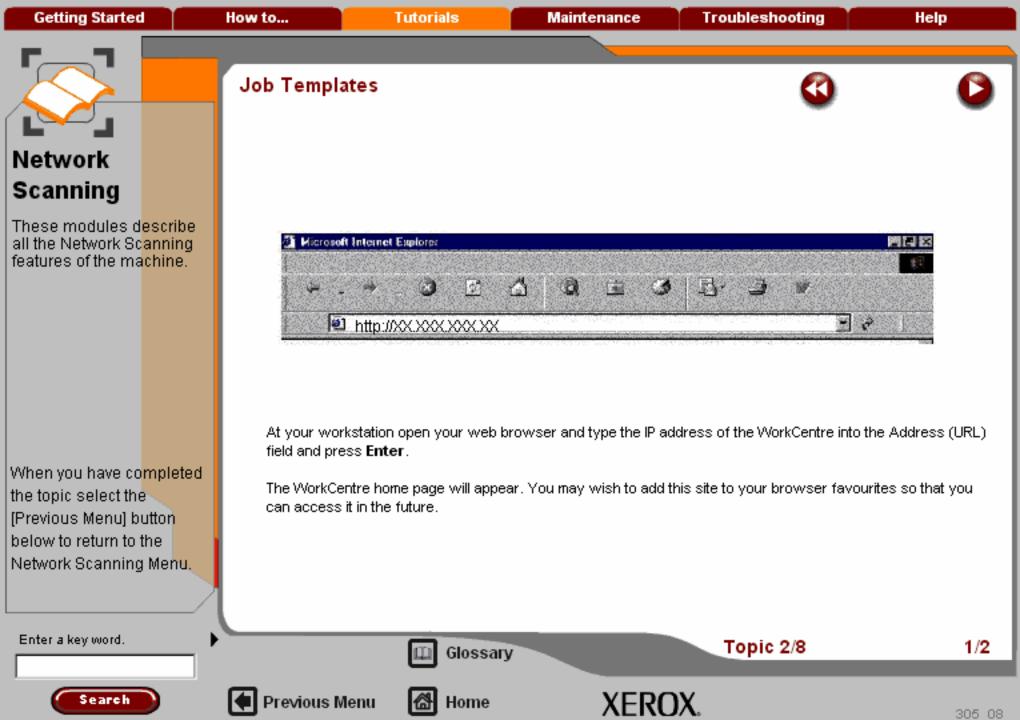


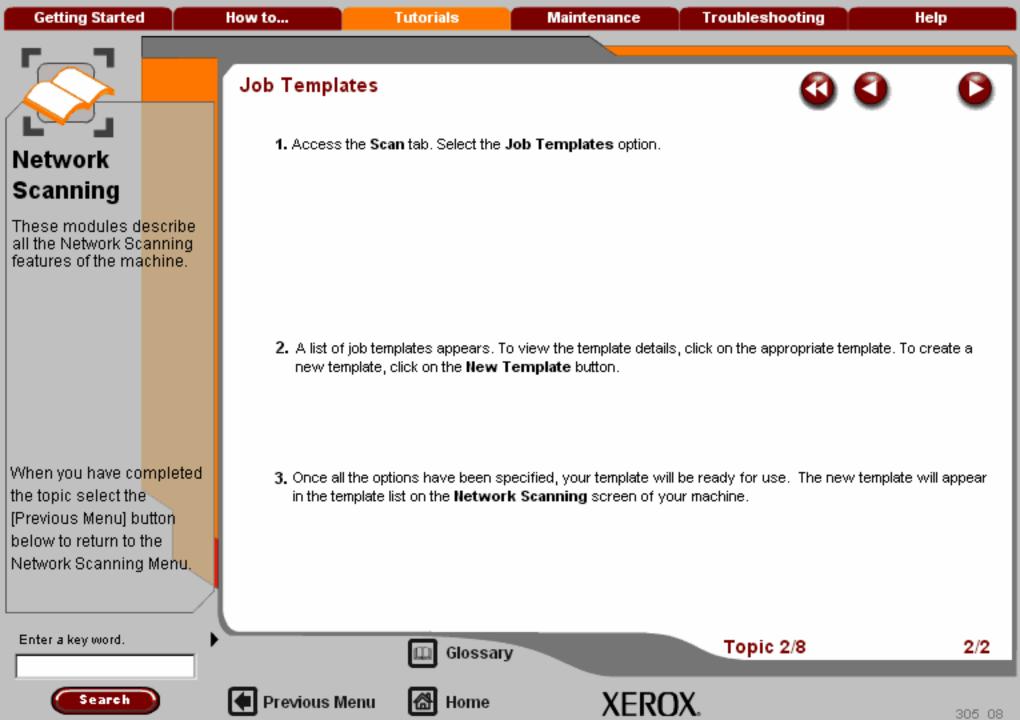


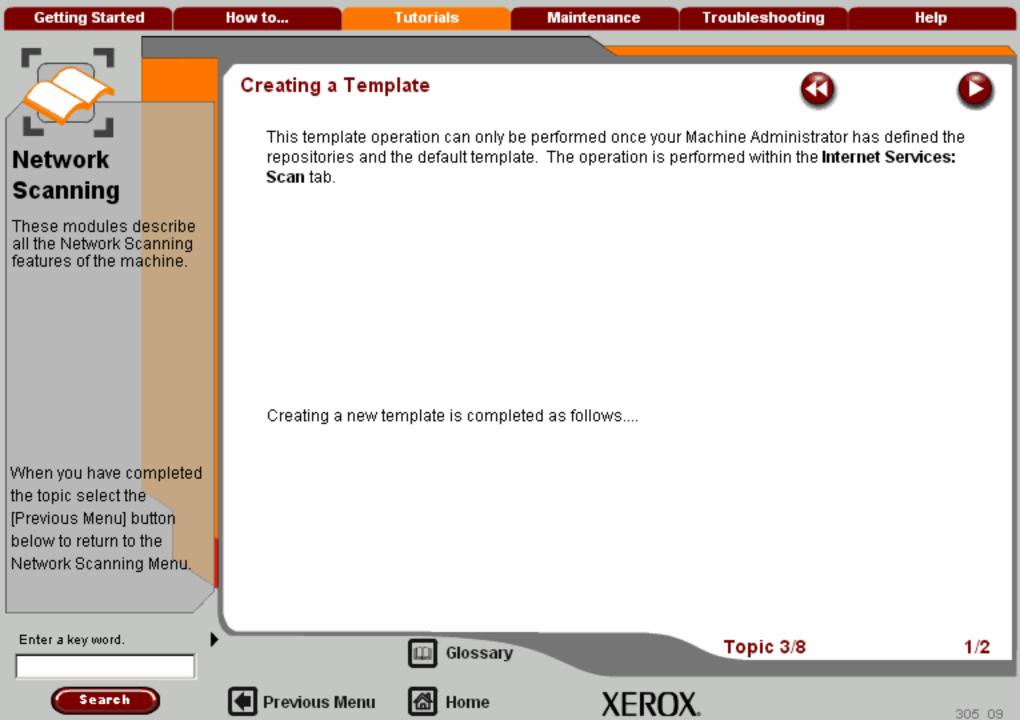


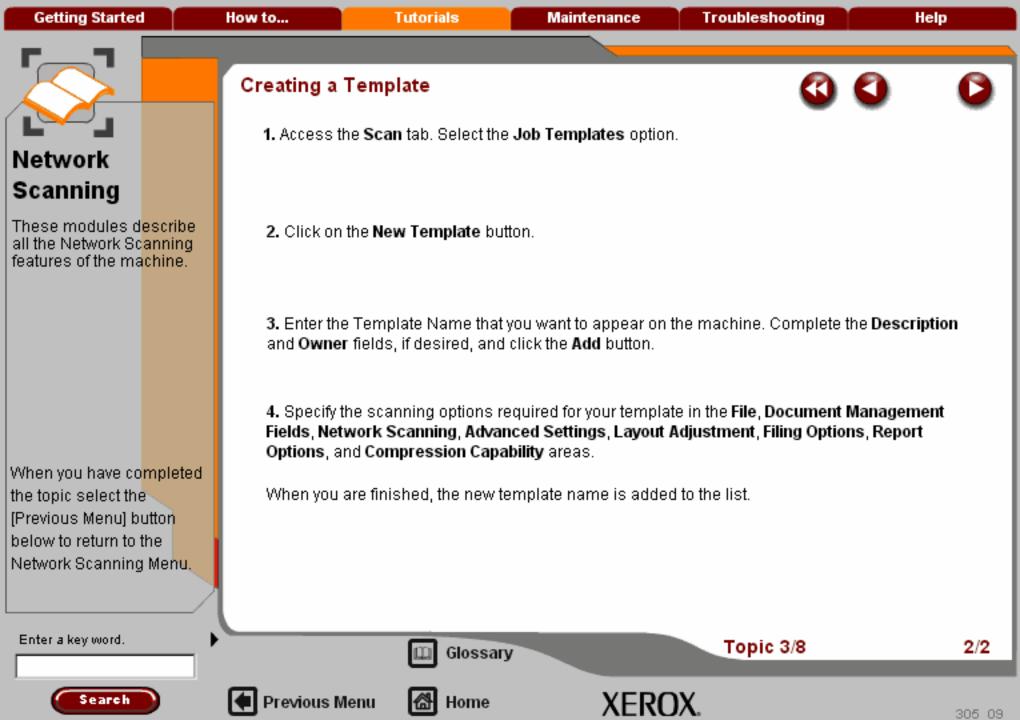


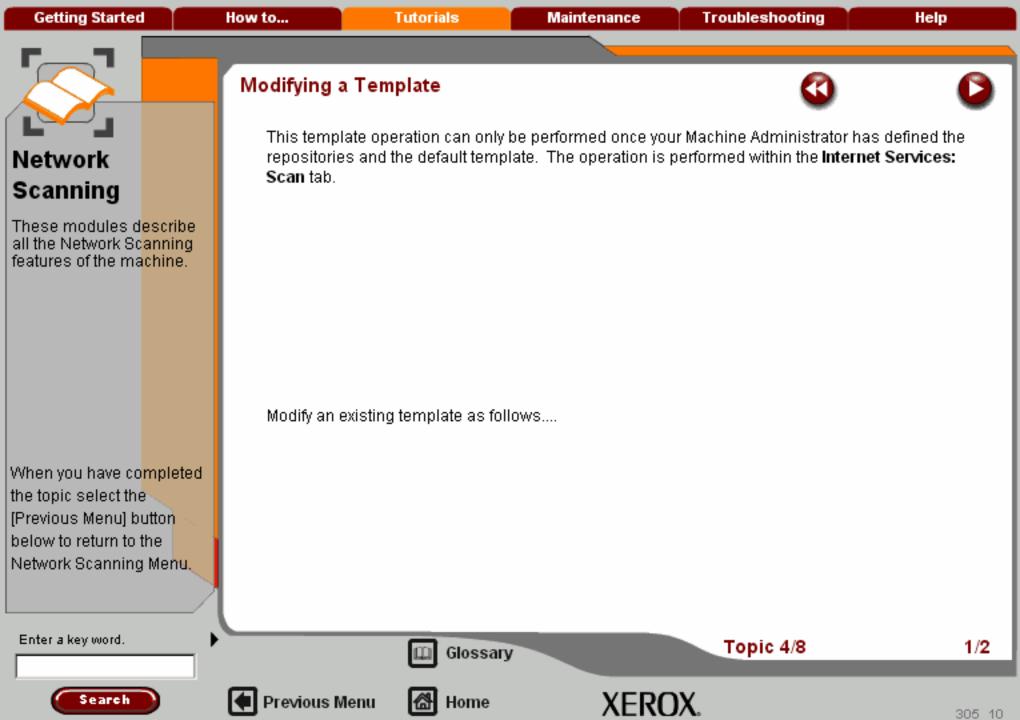


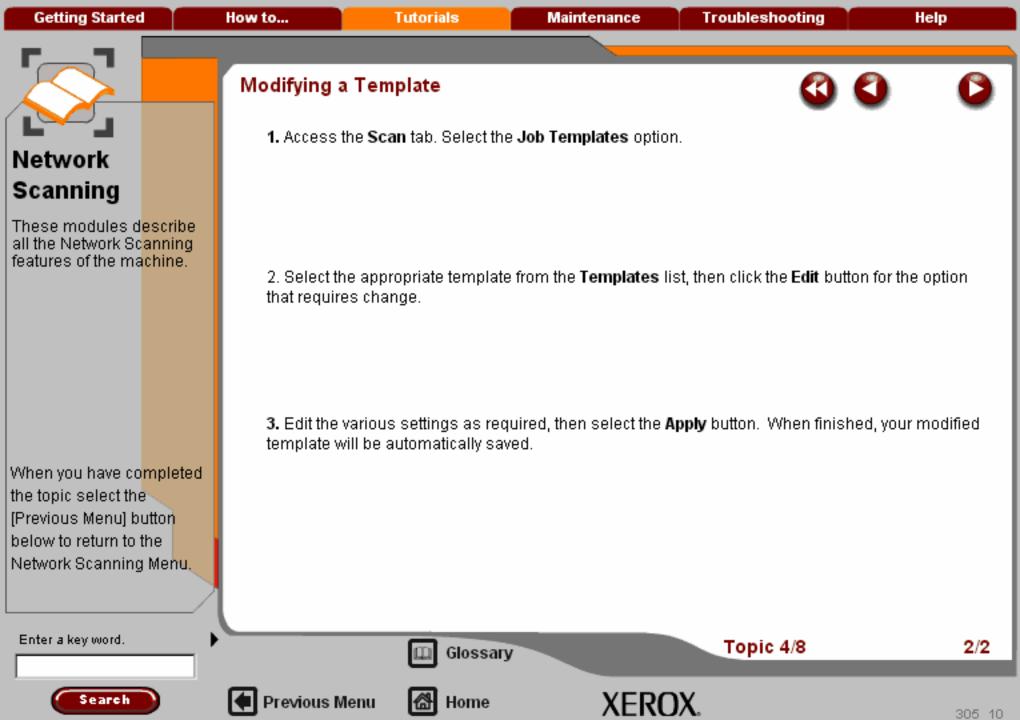




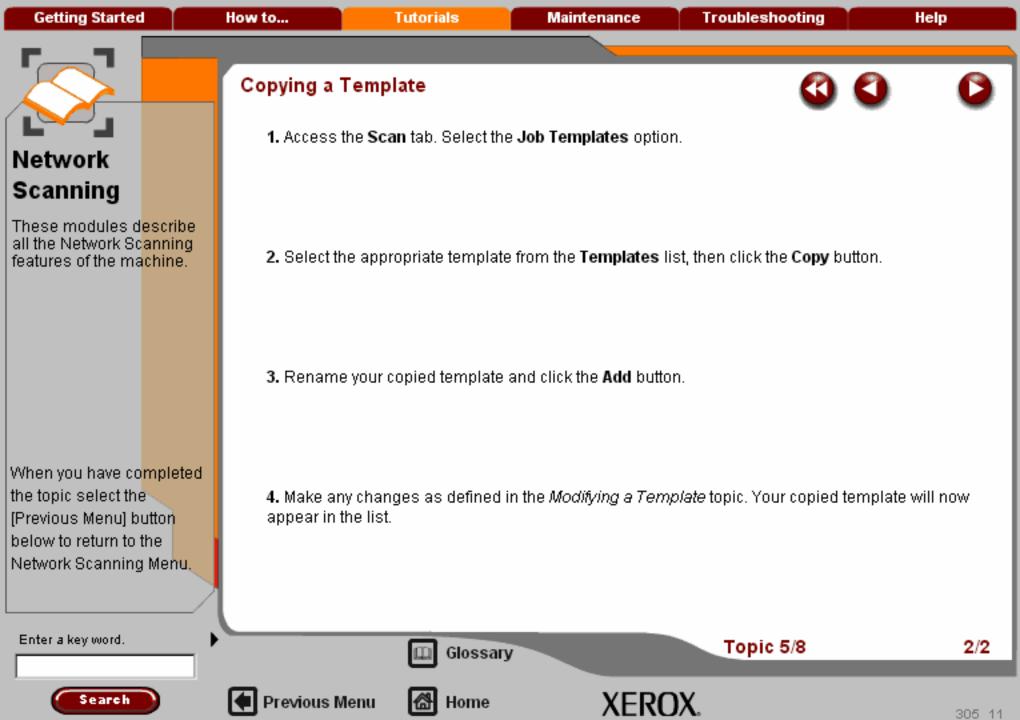


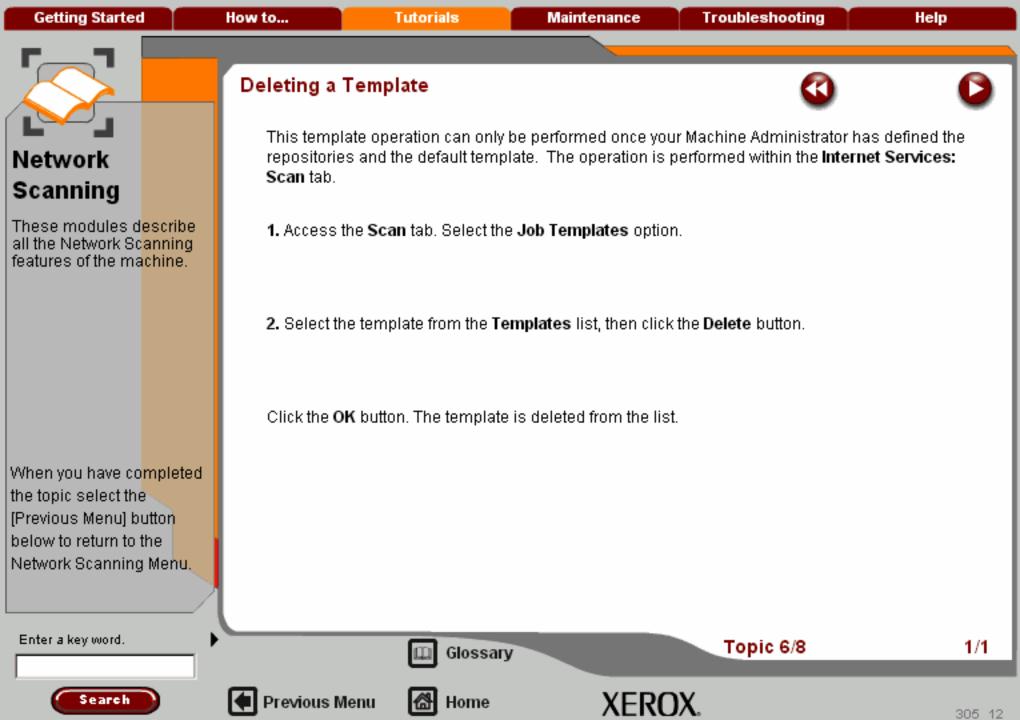














These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

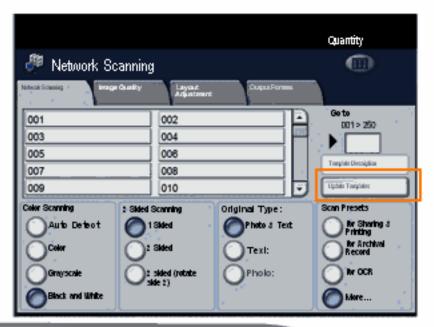
Accessing a Template





Once you have produced your required template either through CenterWare Internet Services or FreeFlowTM SMARTsendTM, you can select it from the machine touch screen.

Touch the **Update Templates** button. Your machine will retrieve and display the latest version of all templates from the file server.



Enter a key word.



Glossary

Topic 7/8











These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Search

Enter a key word.

Accessing a Template







The template list is shown on the **Network Scanning** tab. Use the up and down scroll arrows to proceed through the template list one template at a time. Alternatively, enter the template number (1 -250) into the appropriate field for quick access.



Glossary

Topic 7/8









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

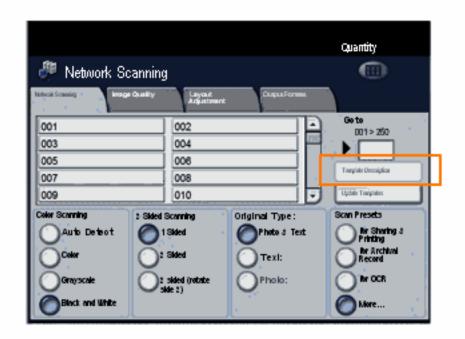
Accessing a Template







Select the template based on where you want the scanned image to be sent. Programming features such as Color Scanning, 2 Sided Scanning, Original Type, and Scan Presets can be temporarily changed at the machine; however the output destination cannot be changed at the machine. To change the output destination you must modify or create a template. The output destination of the selected template can be viewed on the machine touch screen by selecting the template, then touching the **Template Description** button.



Enter a key word.



Glossary

Topic 7/8











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Update the Template List





If you have created, modified, deleted or copied a template that is stored on the remote server, it is essential that the template list on the touch screen is updated. Selecting the **Update Templates** button initiates the machine to retrieve the remote server templates and refreshes the list on the touch screen, allowing you to use the changed templates.

Access the new template list by selecting the Update Templates button.

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003	004		
005	006		Translate Description
007	008		The part occupant
009	010		Upbde Torpides
Color Scanning	2 Sided Scanning	Original Typ	e: Scan Presets
Auto Detect	1 Skiled	Photo d	Text
Color	2: Skied	Text:	Record Record
Grayscale	2 sided (rot side 2)	atte Pholo:	ter OCR
Black and White			More

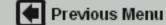
Enter a key word.



Glossary

Topic 8/8











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Update the Template List







The template list is automatically updated when the machine is powered on. Refreshing the template list can take several minutes to complete. Your system administrator may have configured the machine to update the list at specific times.

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001 Swith, J. 003 005 007 009	002 Jones 004 006 008 010	2,0	Go to 001 > 250 Translate Decolption Update Translater
Color Scanning Auto Detect Color Grayscale Black and White	2 Sided Scanning 1 Sided 2 Sided 2 Sided (rotate side 2)	Original Type: Photo & Text Text: Photo:	Scan Presets By Sharing 3 Printing By Archival Record By OCR More

Enter a key word.



Glossary

Topic 8/8











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Update the Template List

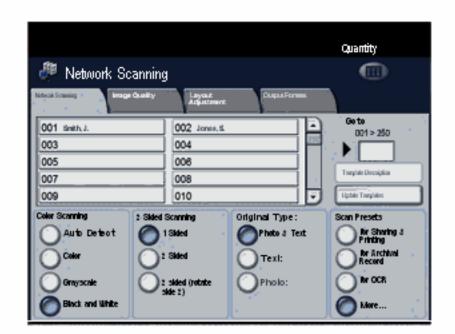








Once the list has been updated you are returned to the General Settings tab and the updated list is displayed.



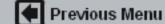
Enter a key word.



Glossary

Topic 8/8









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.





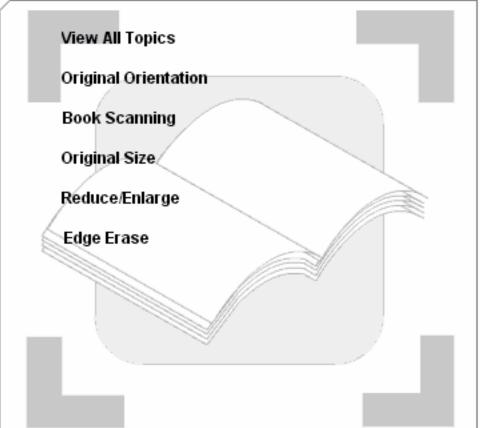






Filing Options>>>

Advanced Settings>>>











These modules describe all the Network Scanning features of the machine.

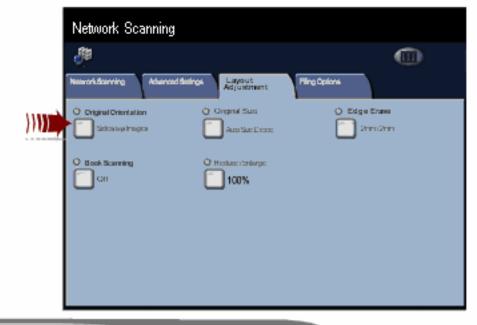
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Layout Adjustment

Original Orientation

The **Original Orientation** feature allows you to specify the orientation of your original documents. This feature is primarily is used to ensure that proper output is produced when the Image Shift, Edge Erase, or Page Layout features are enabled.

Select the Original Orientation button.



Enter a key word.



Glossary

Topic 1/5

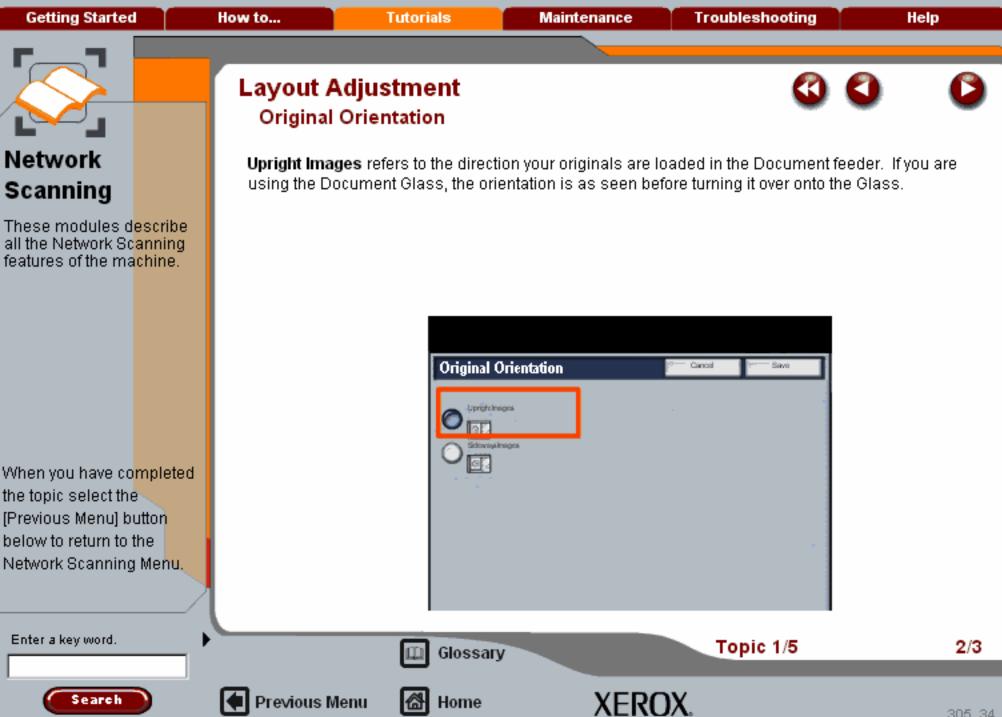
1/3

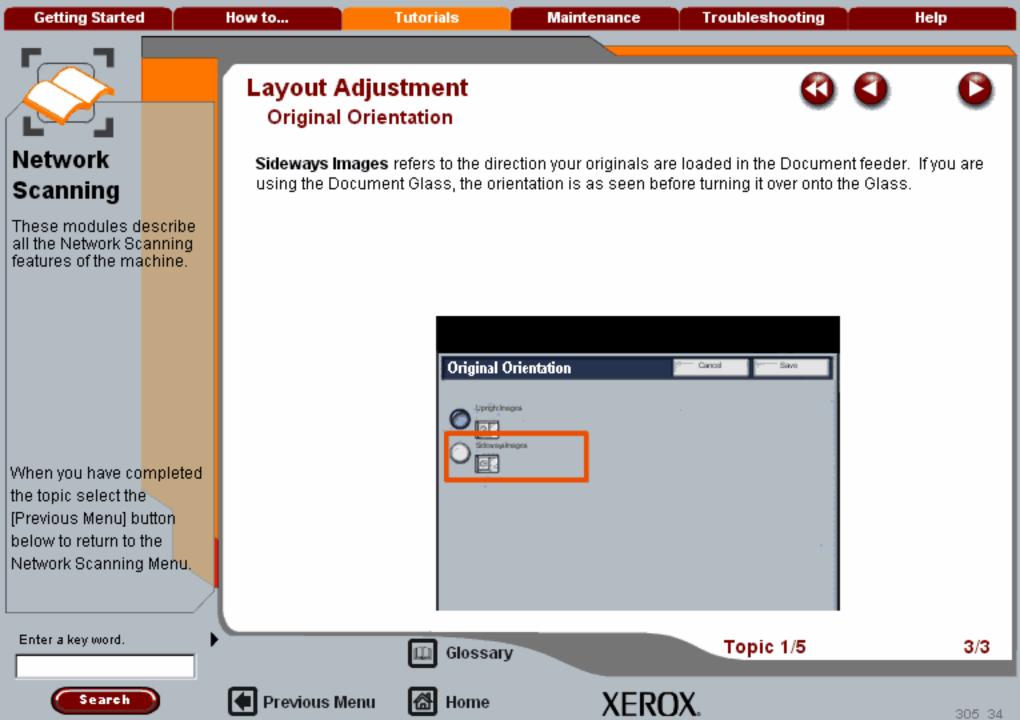














These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Book Scanning





The Book Scanning feature enables you to specify which page or pages of a bound document are to be scanned and faxed. The bound original is placed face down on the document glass. Be sure to place the book in the left rear corner of the document glass.

Do NOT close the document handler during the scanning process.



Enter a key word.



Glossary



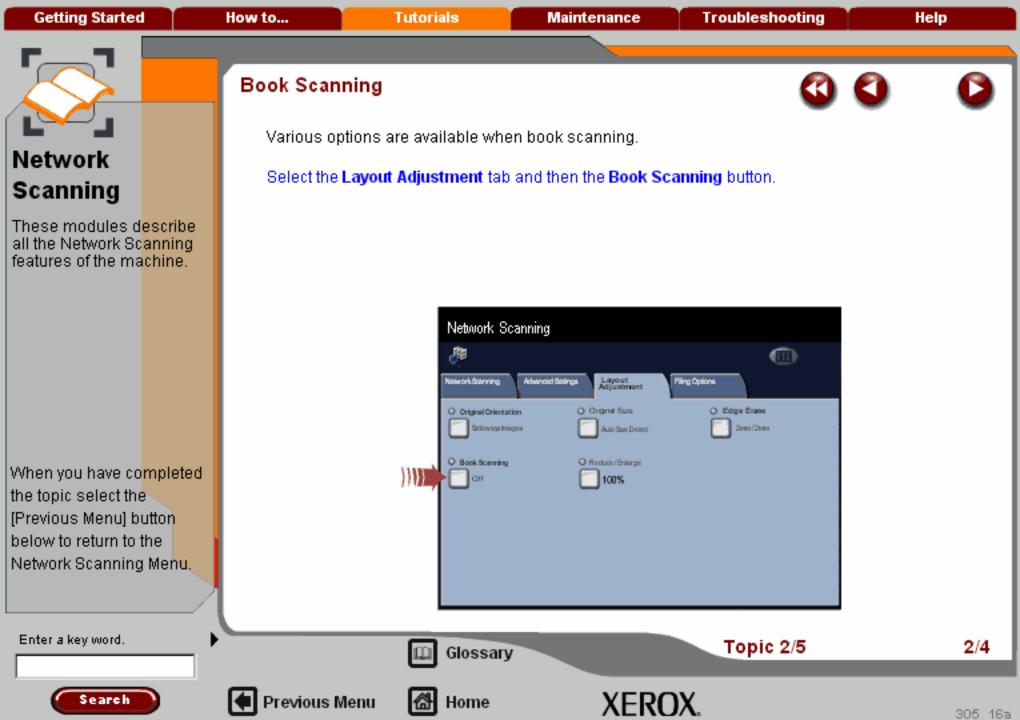
1/4















Scanning
These modules describe all the Network Scanning

features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Book Scanning







Whenever you choose a book scanning option other than Off, additional options, such as Both Pages, Left Page Only, Right Page Only, Top Page Only, and Bottom Page Only become available.



Enter a key word.



Glossary

Topic 2/5

4/4











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Search

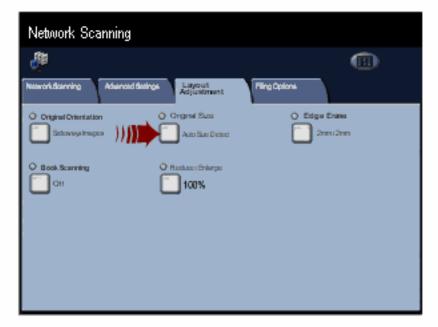
Original Size





Select Original Size to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



Enter a key word.

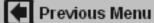


Glossary

Topic 3/5

1/5











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Original Size



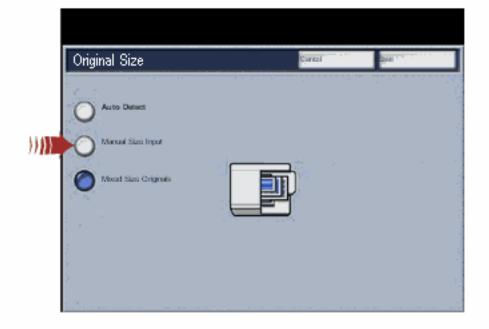




The **Auto Detect** button is the default setting and enables the machine's automatic size sensing. The size detected will be matched to a standard size paper.

If scanning from the Document Glass with this setting selected, the machine will scan your original twice.

Select the Manual Size Input button to continue.



Enter a key word.



Glossary

Topic 3/5

2/5







∄ Home





Getting Started

Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Original Size



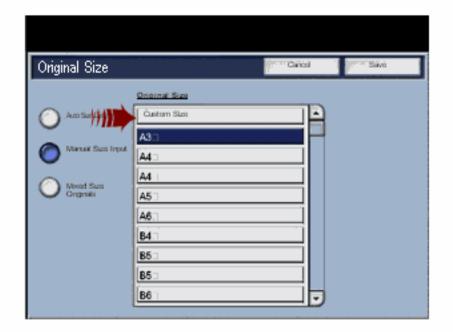




Manual Size Input is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the Custom Size option from the scroll list for more information on this option.

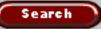


Enter a key word.



Glossary

Topic 3/5













These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Original Size

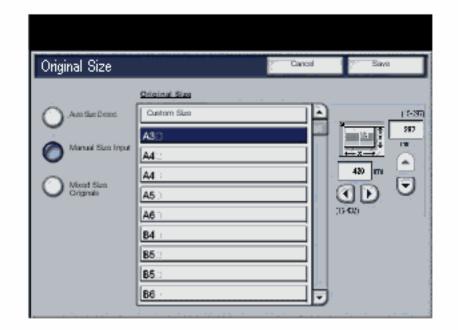






The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.



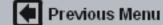
Enter a key word.



Glossary

Topic 3/5











Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Original Size

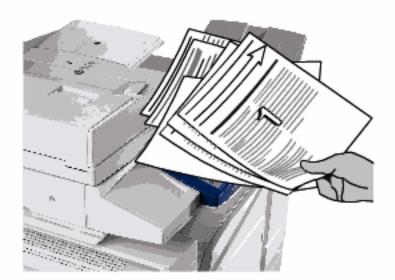






If your machine does not show the **Mixed Size Originals** button, it is recommended that the originals used are of the same size. Using originals that are not of the same size may result in white space around the scan image of the smaller sized original.

If your originals are not of the same size, use the reduce \ enlarge copy feature to make a new set. Ensure that the new copied set of originals are all the same size. Alternatively the scanned image can be cropped using a graphics package or PDF editor software.



Enter a key word.



Glossary

Topic 3/5

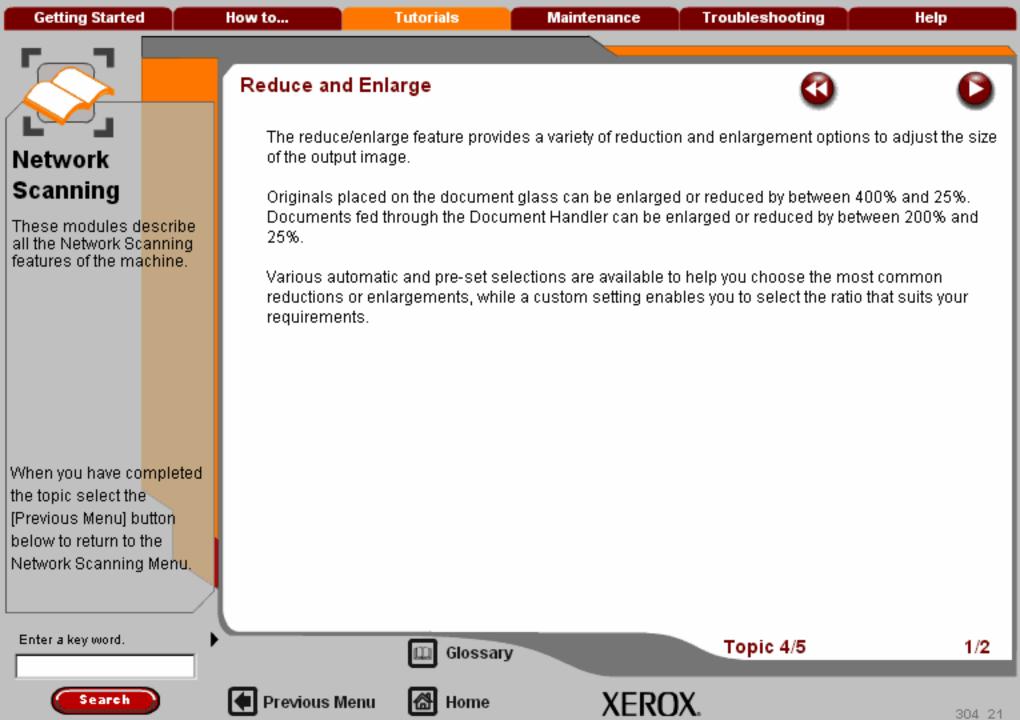














These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Reduce and Enlarge







For non-standard reduction or enlargement, you can select a ratio between 25 and 400 if you are copying from the document glass or 25 to 200 if using the Document Handler.

The Auto% button will automatically fit the image of your original document onto the paper you have selected. If necessary, the reduction or enlargement will not be proportional, that is the machine will distort the image so that it will fit onto the paper. You must specify a paper tray before using this option.

The 2 pairs of scroll buttons enable you to customise the width (x) and height (y) reduction or enlargement to suit your own creative requirements.



Enter a key word.



Glossary

Topic 4/5

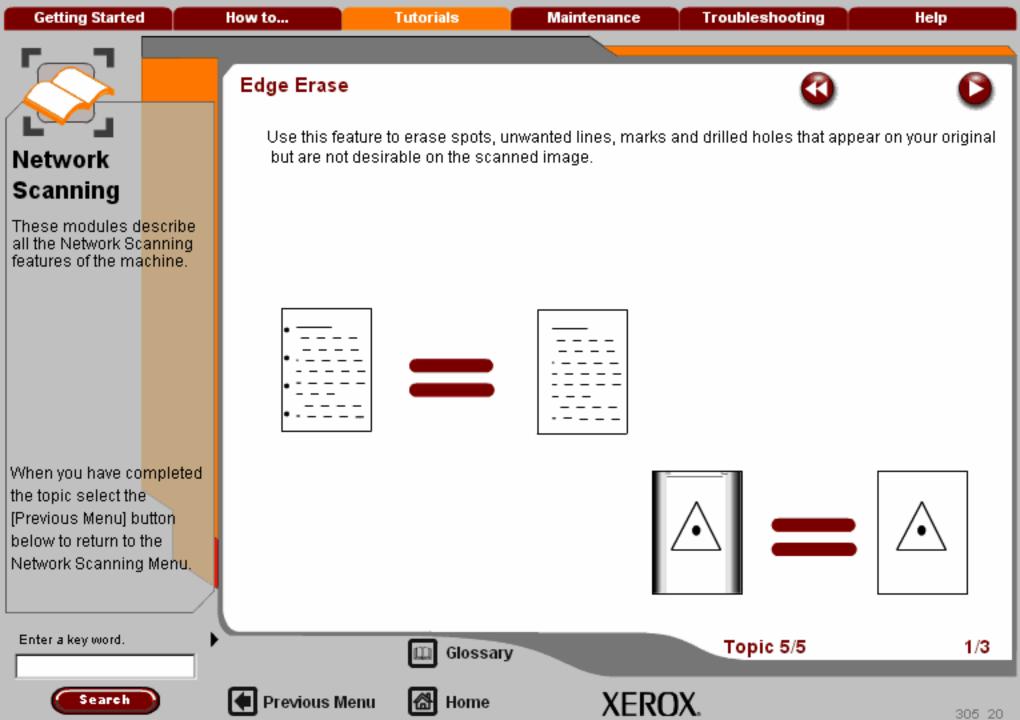
2/2













These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Edge Erase



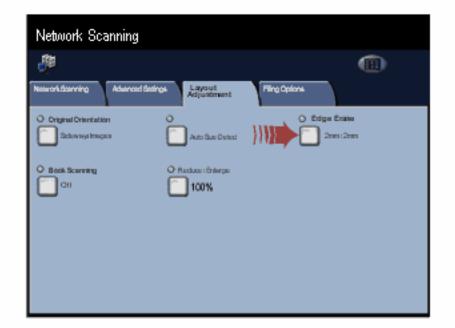




The Edge Erase is set from a button on the Layout Adjustment tab.

When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Edge Erase settings by selecting the Edge Erase button.



Enter a key word.

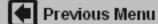


Glossary



2/3











These modules describe all the Network Scanning features of the machine.

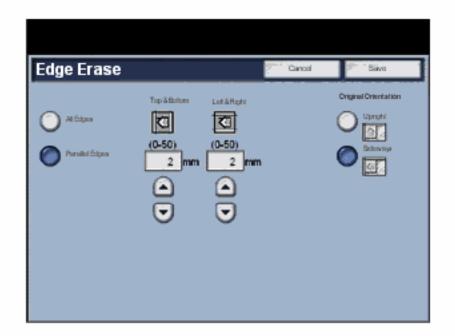
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Edge Erase



All Edges erases a preset specific amount from each of the four edges of the document.

Parallel Edges allows you to erase a specific amount from each set of parallel edges of the document independently, up to 2.0". By using the arrow buttons, you can change the amount erased in increments of 0.1".



Enter a key word.

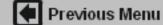


Glossary



3/3









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.







🔀 Templates >>>

🔀 Layout Adjustment >>>

Advanced Settings>>>













These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Search

Quality/File Size

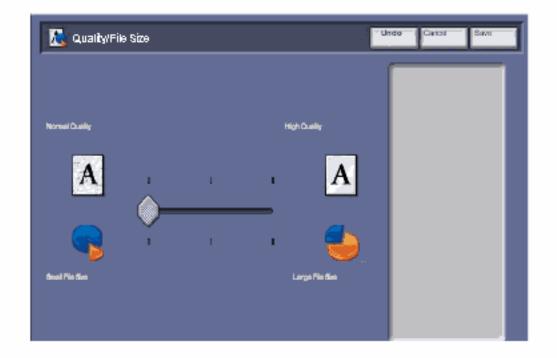






The **Normal Quality** option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The **High Quality** option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.



Enter a key word.

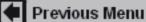


Glossary

Topic 1/7

2/3











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Quality/File Size



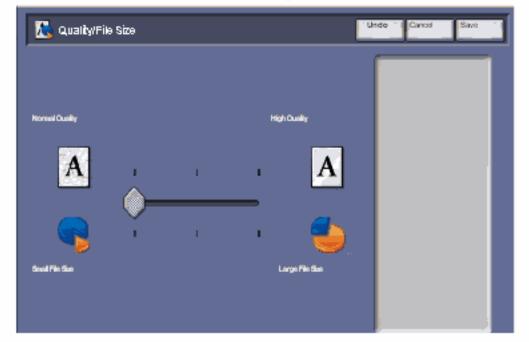




The **Normal Quality** option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The **High Quality** option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.

This feature is unavailable when the Color Scanning option is set to Black and White.



Enter a key word.



Glossary

Topic 1/7

3/3











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

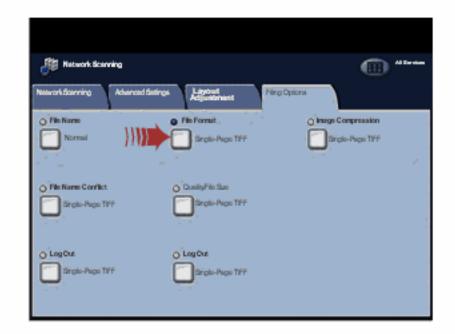
File Format





The **File Format** option allows you to temporarily change the file type of the scanned image file at the destination server. The default setting for the File Format option is the same as the value entered in the selected template.

Access the File Format settings by selecting the Filing Options tab and the File Format button.



Enter a key word.

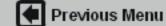


Glossary

Topic 2/7

1/3











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button

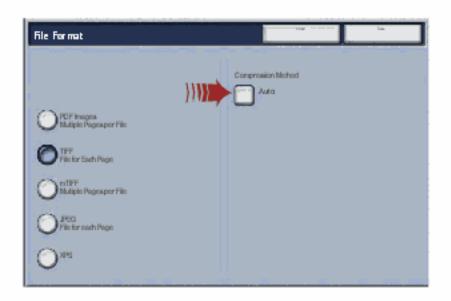
Network Scanning Menu.

below to return to the

Use the **File Format** option if you wish to have the job sent with a different document format than that set as the template default. There are five file formats; **PDF Images**, **TIFF**, **Multi-Page TIFF**, **JPEG**, and **XPS**.

When you select either the **PDF** option or the **XPS** option, you can access the **MRC High Compression** options for your scan.

Select the Compression Method button to continue.



Enter a key word.



Topic 2/7



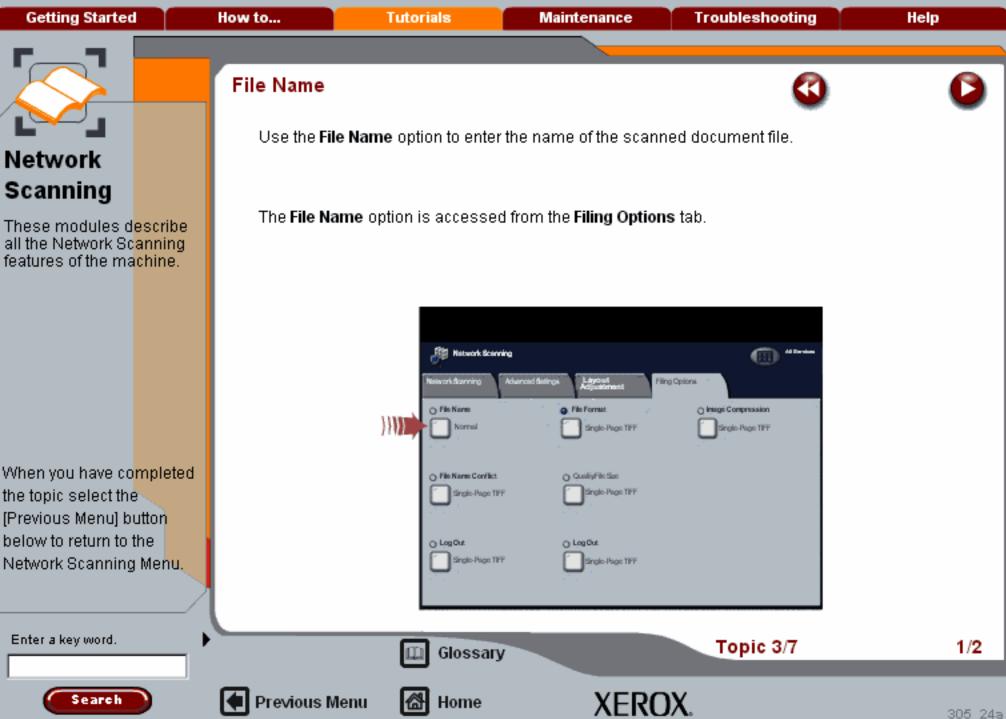


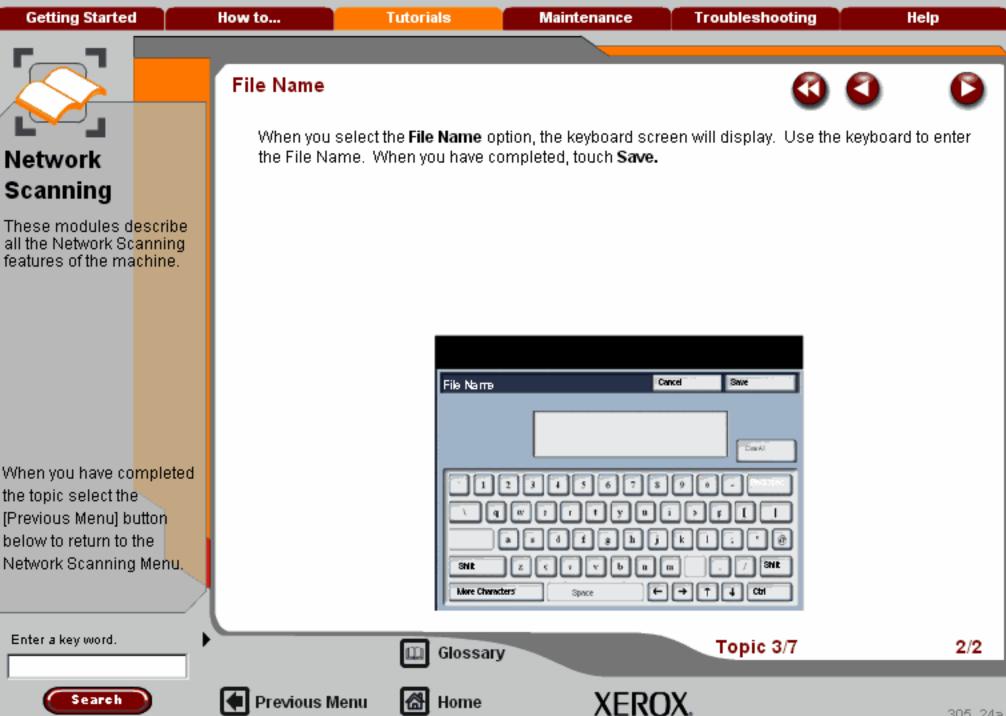


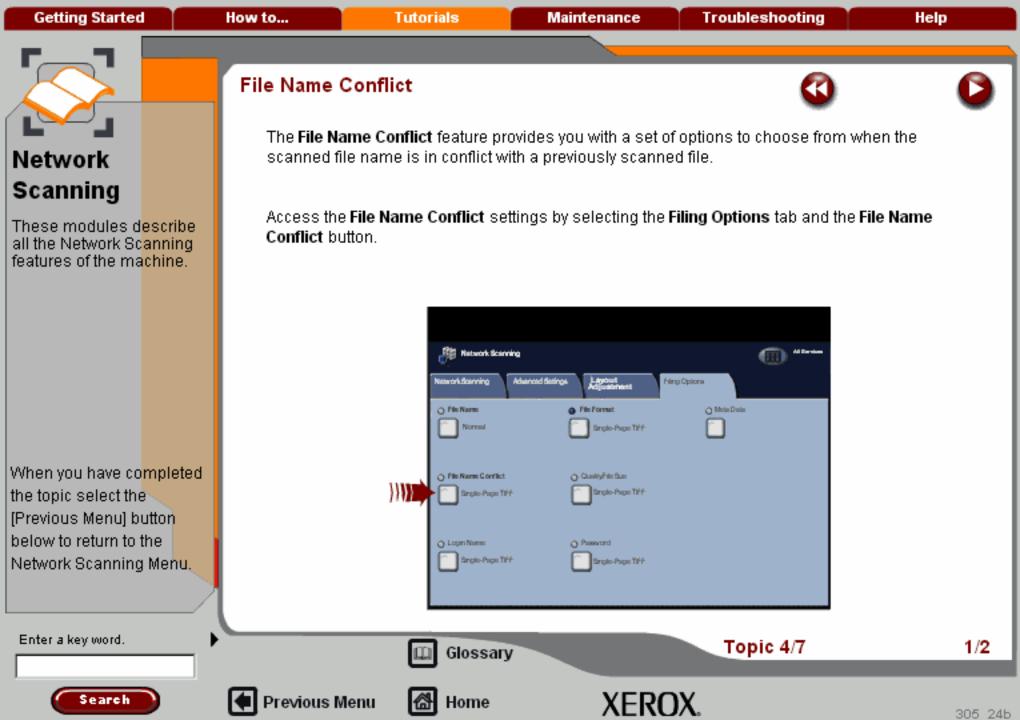




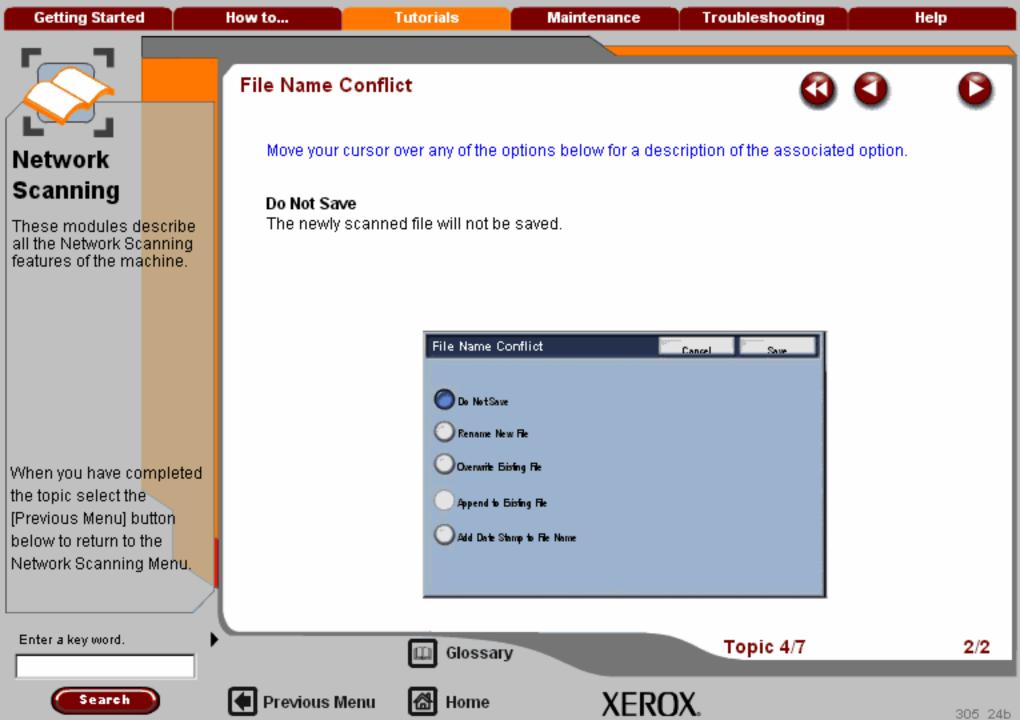


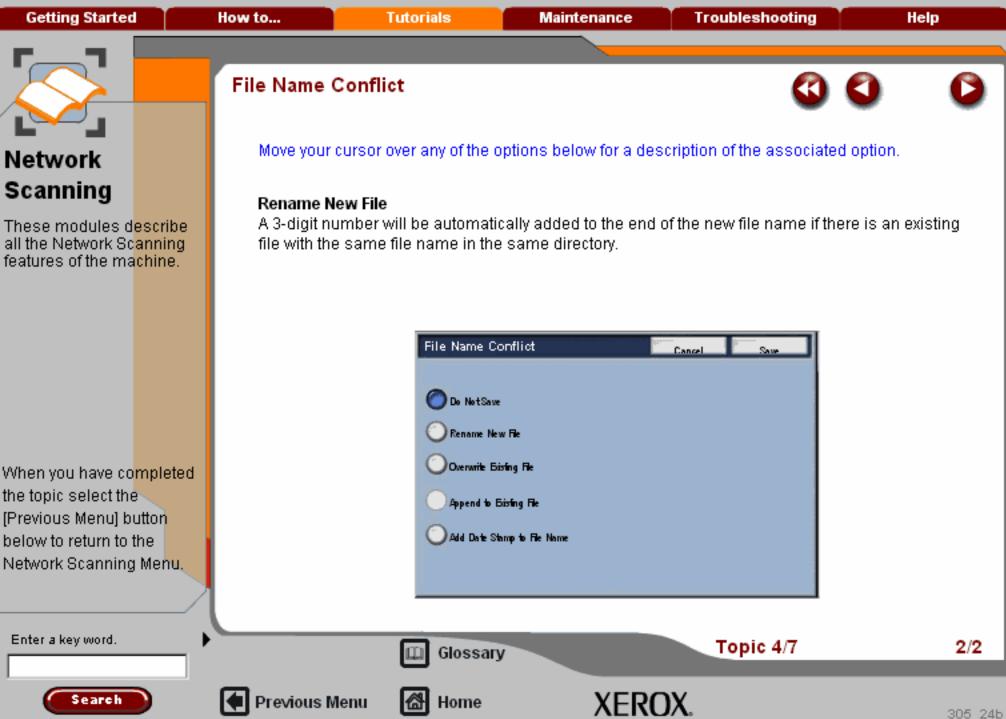


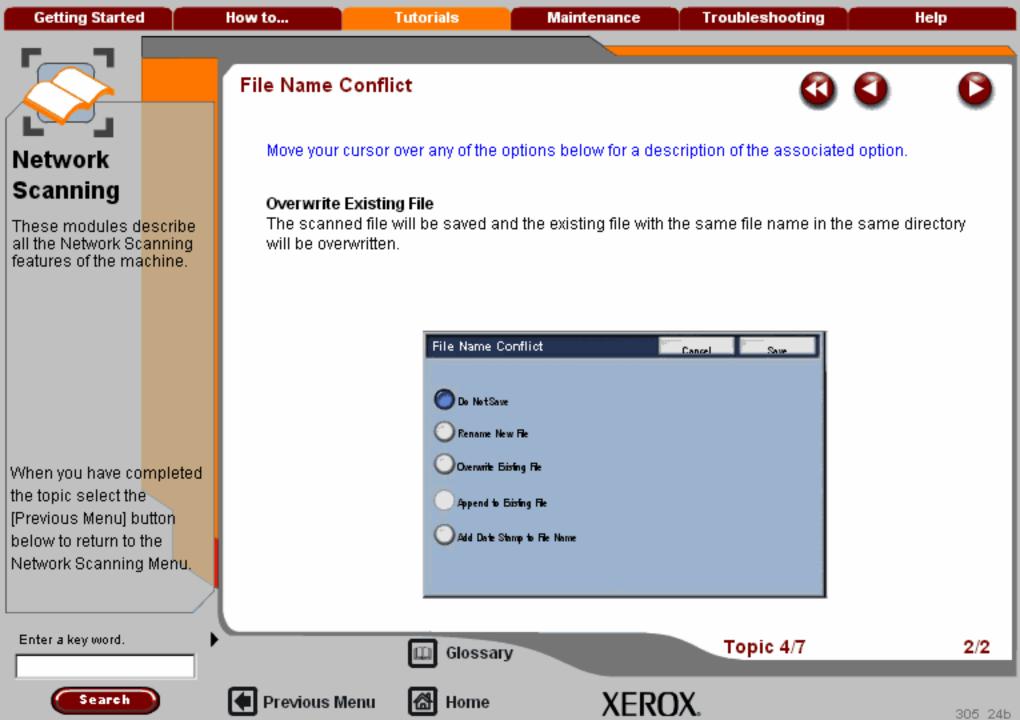


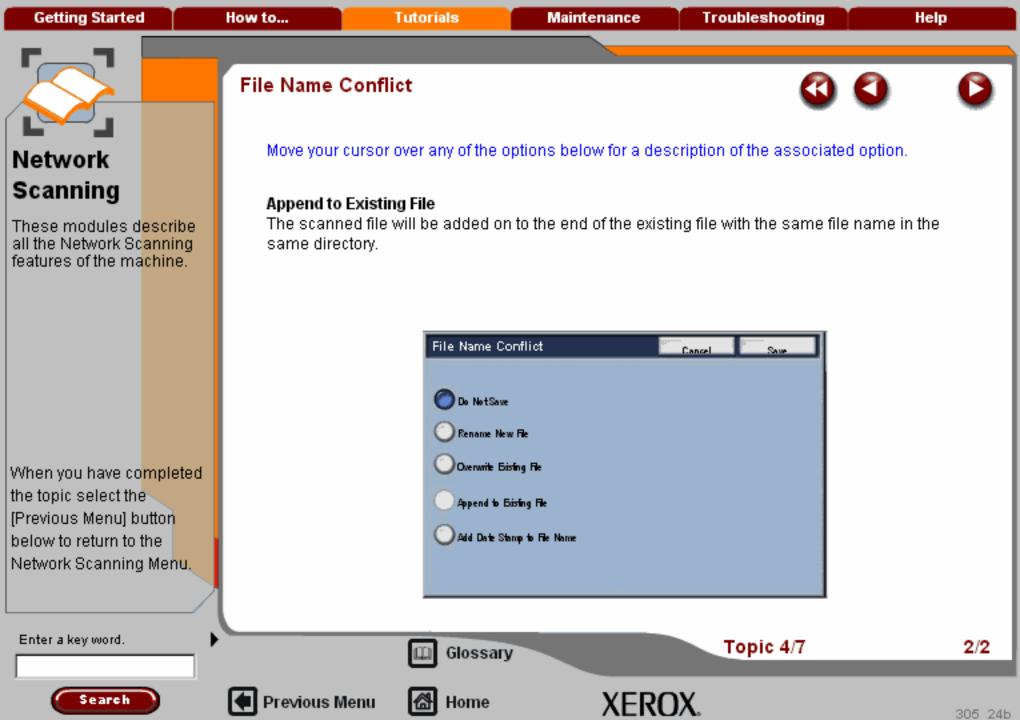


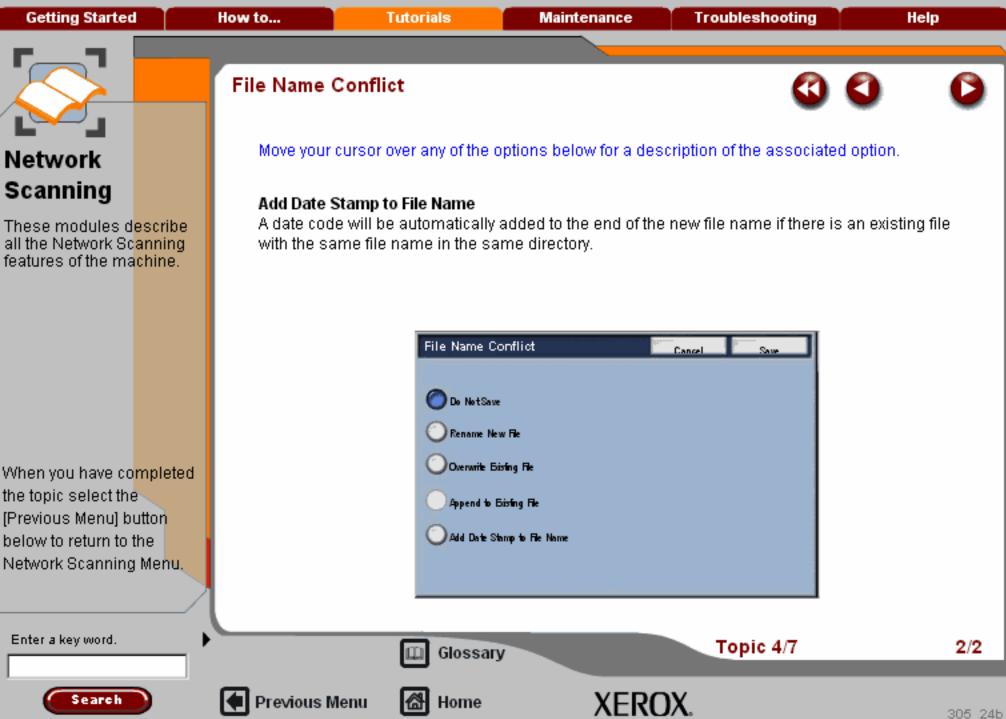






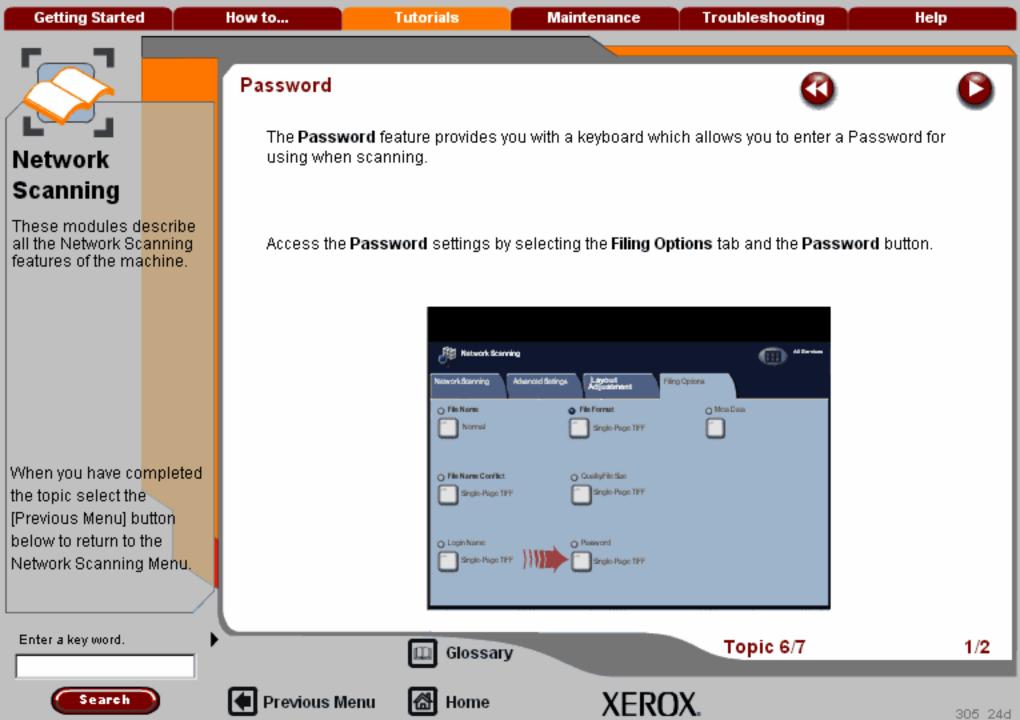


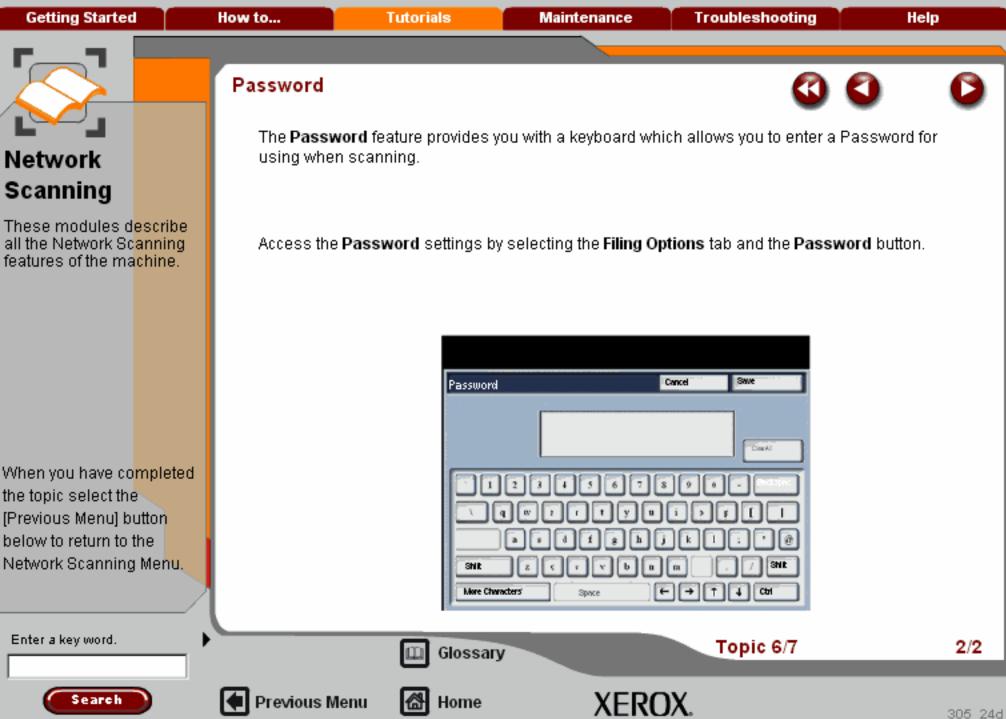


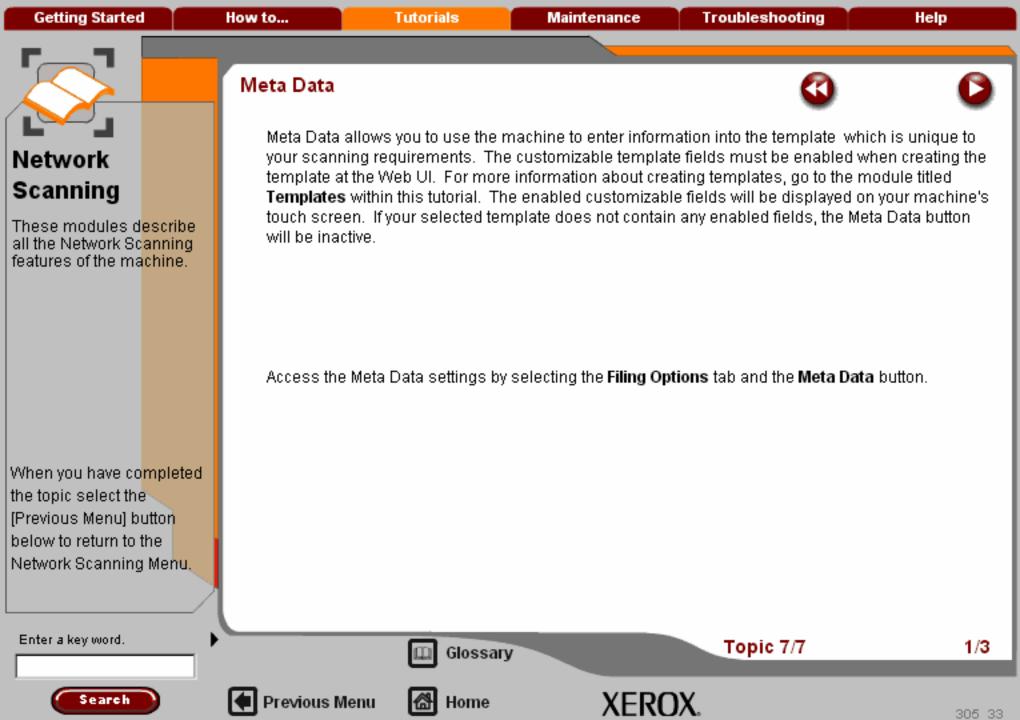


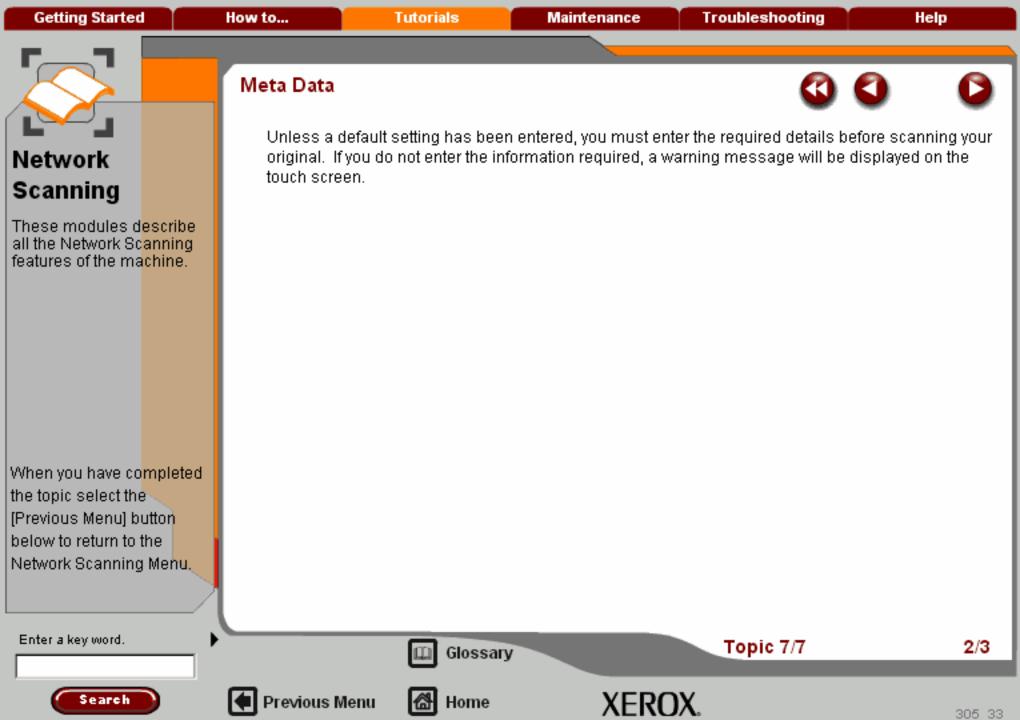


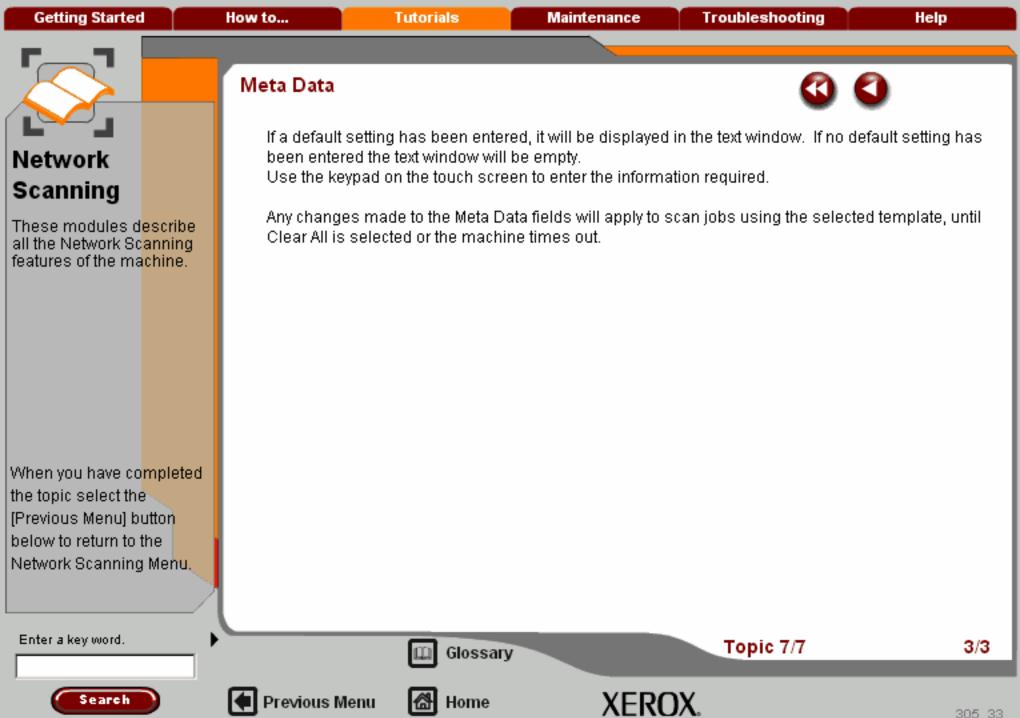












Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Network Scanning

These tutorials explain the network scanning features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.





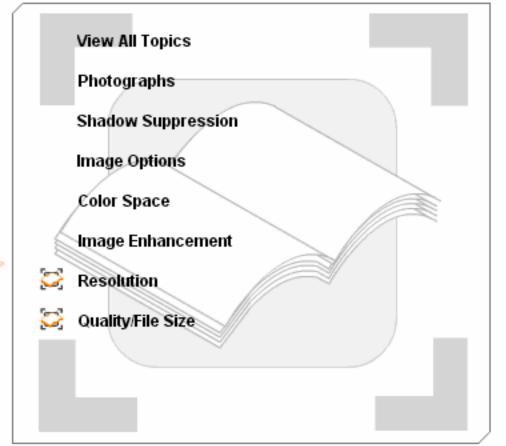
🔯 General Settings >>>

🔀 Templates >>>

🔀 Layout Adjustment >>>

🔀 Filing Options>>>

Advanced Settings>>> > > >











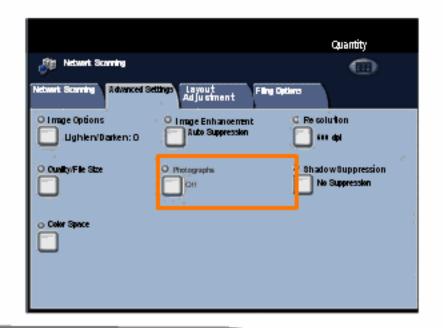
These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu,

Photographs

The Photographs option provides the optimum scan for photographs on color photographic paper.

Select the Photograph option and select **Off** or **Enhance Photographs**. This function is valid only in color mode. Photographs cannot be designated when the color scanning mode is Auto, Grayscale, or Black and White.



Enter a key word.

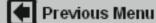


Glossary

Topic 1/6

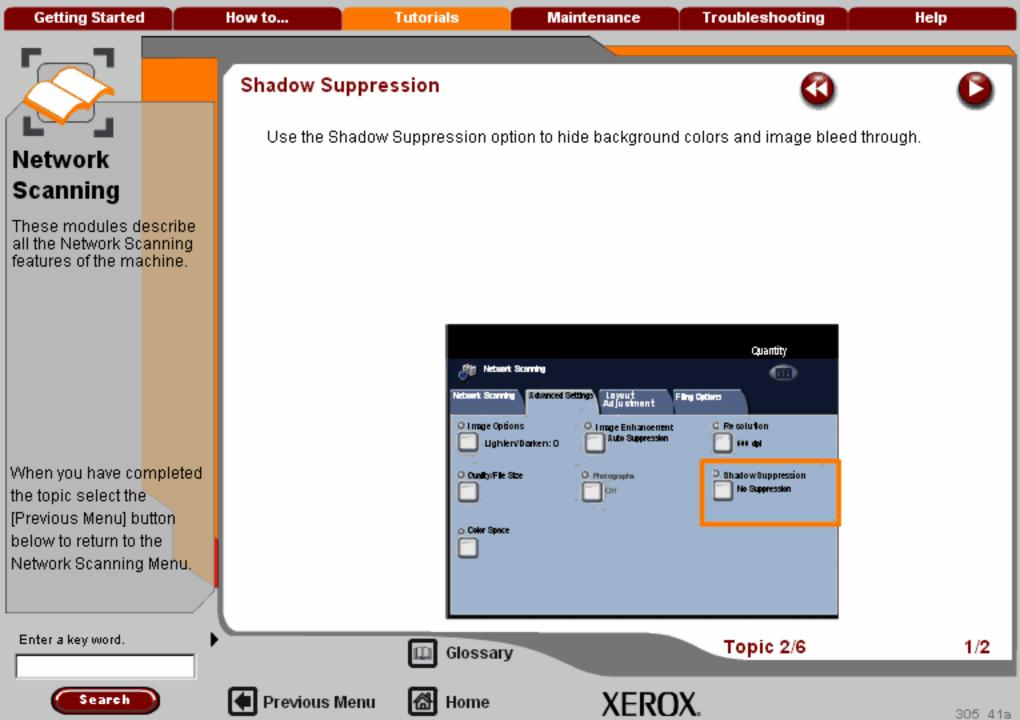
1/1

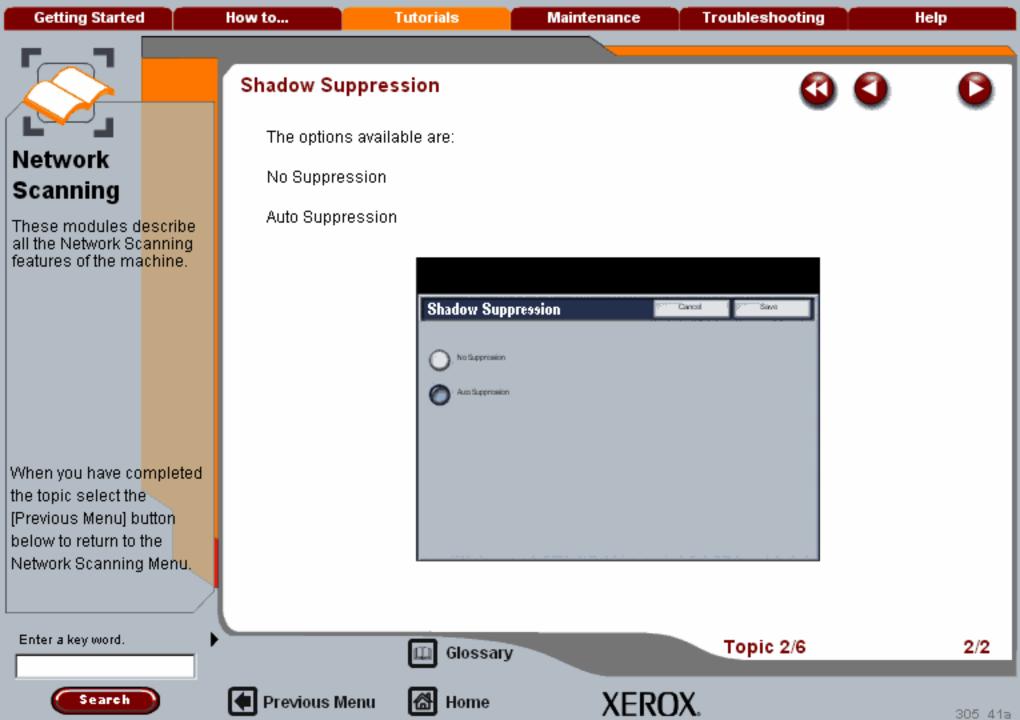


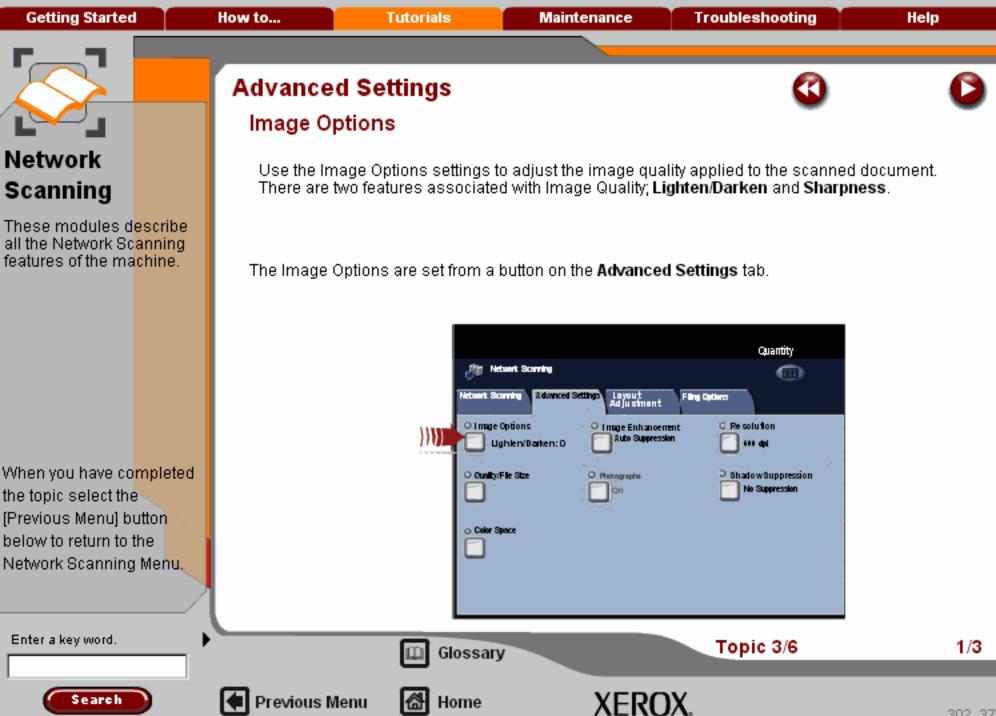














These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Advanced Settings







Image Options

Lighten/Darken provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.



Enter a key word.



Glossary

Topic 3/6

2/3











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Advanced Settings





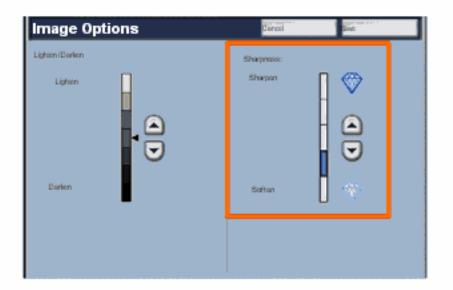


Image Options

Sharpness this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control **down** (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control up (Sharpen) to produce an image with better quality text or line art.



Enter a key word.



Glossary

Topic 3/6

3/3

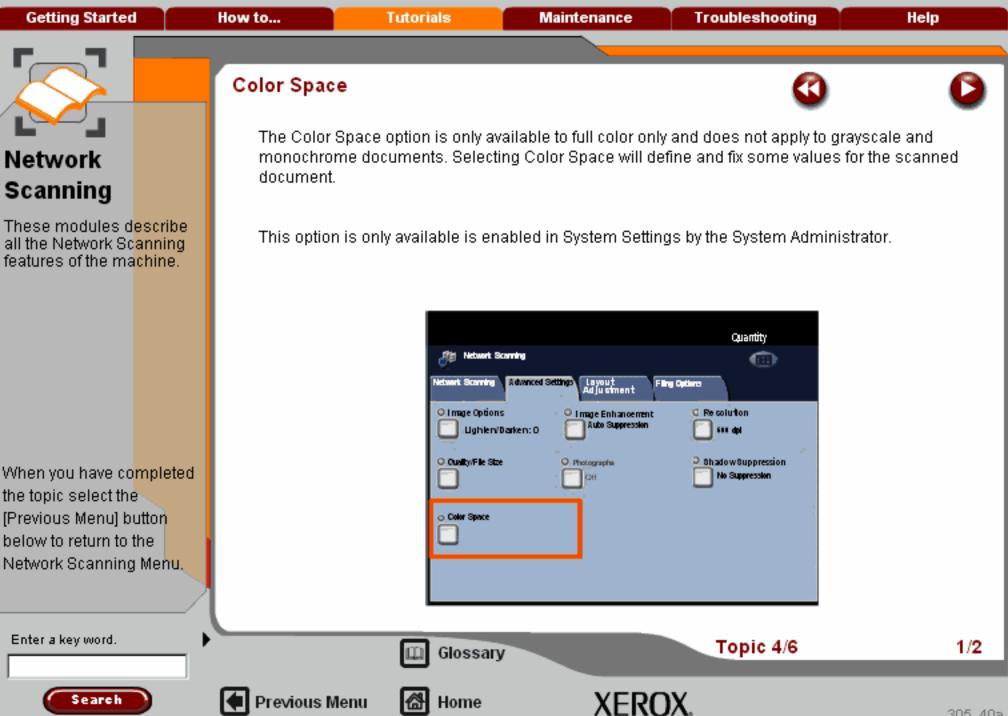
















These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Advanced Settings





Image Enhancement

Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Supression**.

The **Contrast** feature controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures.



Enter a key word.



Glossary

Topic 5/6

1/2









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Advanced Settings



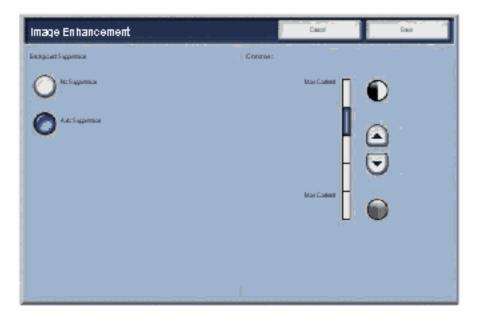




Image Enhancement

Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through. The **Auto Suppression** option in the Background Suppression area of the screen automatically reduces or eliminates any background on the copies caused by coloured paper or newspaper originals. Select the **No Suppression** option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or coloured border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



Enter a key word.



Glossary

Topic 5/6

2/2











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

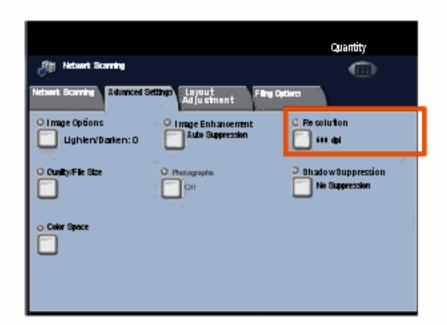
Resolution





The Resolution affects the appearance of the scanned image, by defining the resolution at which the original will be scanned and the image stored.

The higher the scanning resolution, the better the image quality, although a larger image file is created.



Enter a key word.



Glossary



1/3











These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Resolution



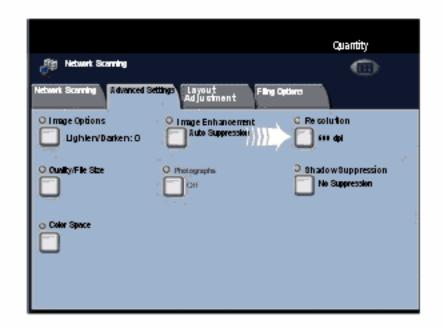




The Resolution is set from a button on the **Advanced Settings** tab.

When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the Advanced Settings tab and the Resolution button.



Enter a key word.

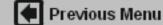


Glossary

Topic 6/6

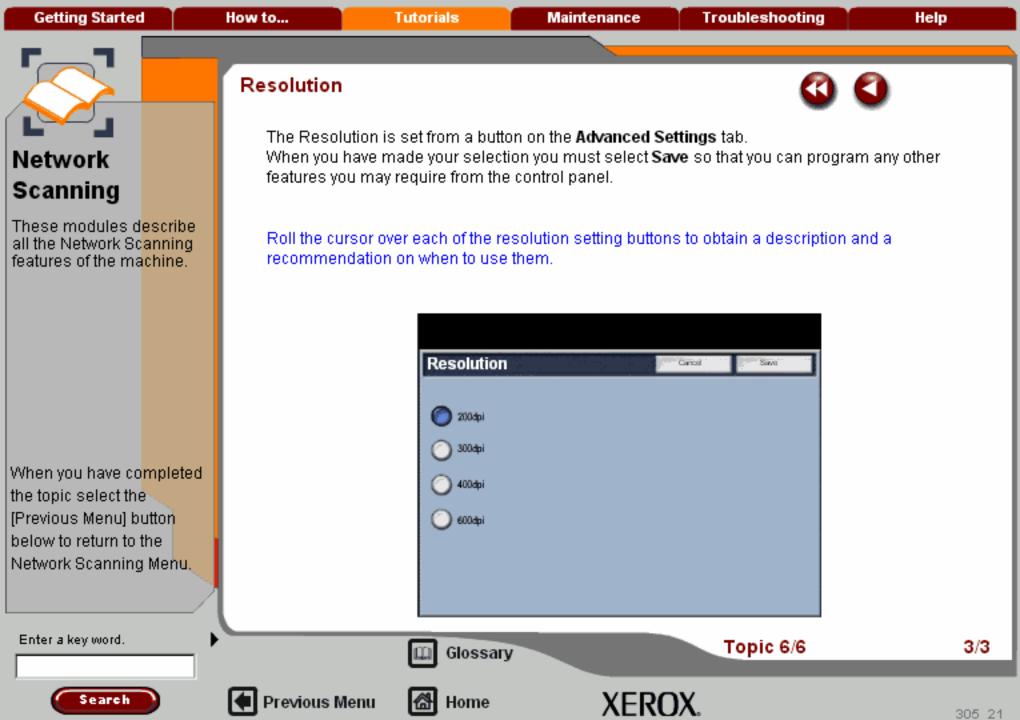
2/3

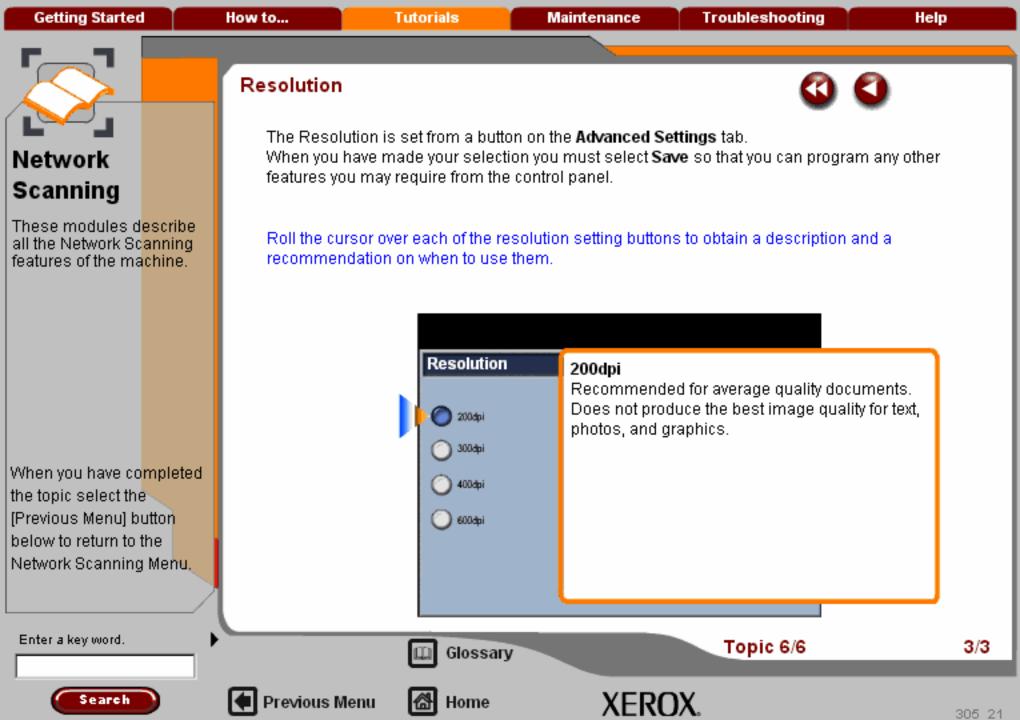


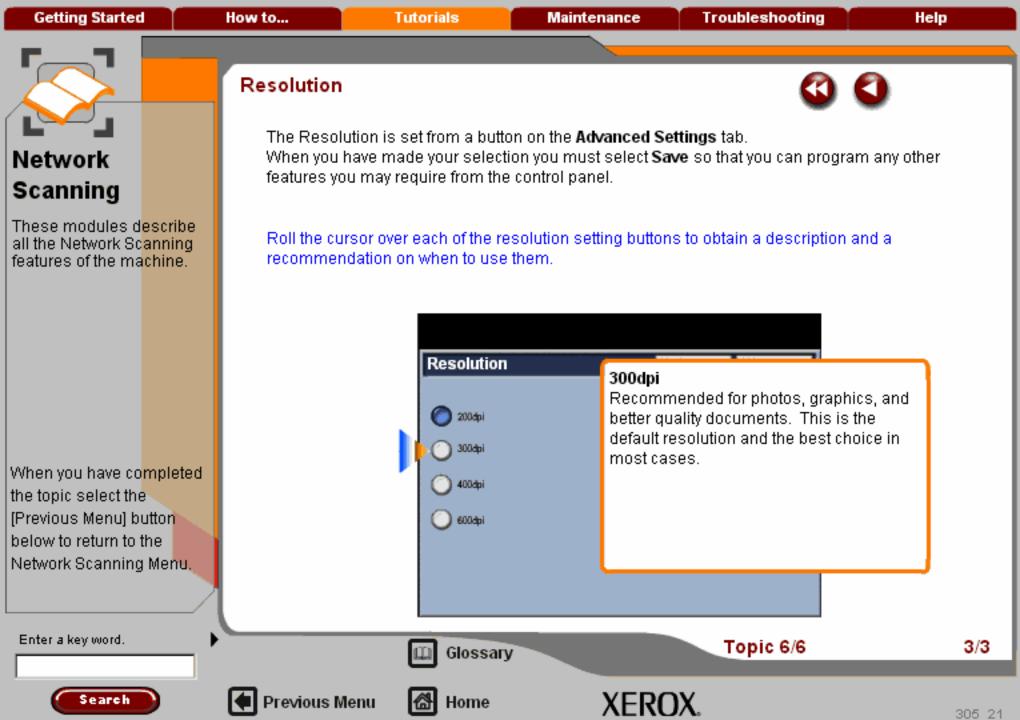


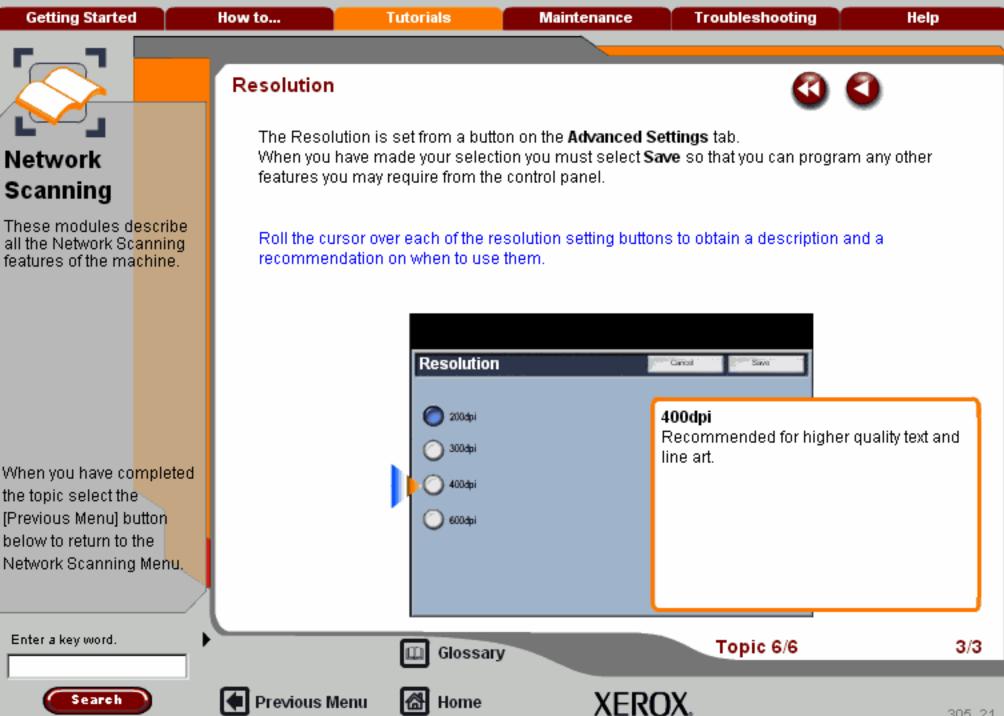


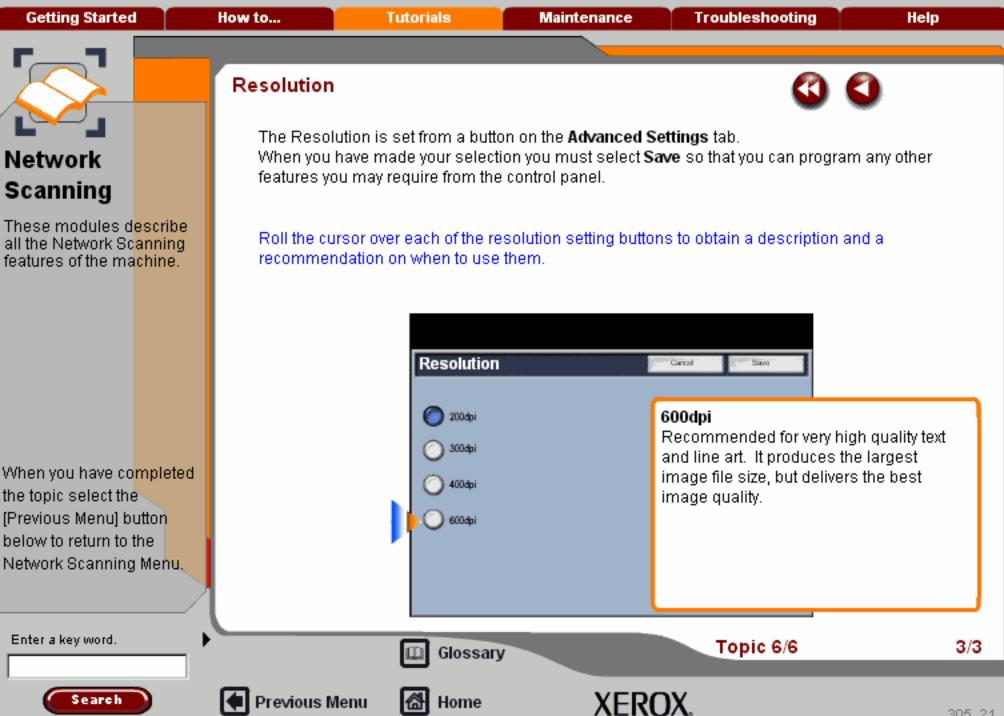


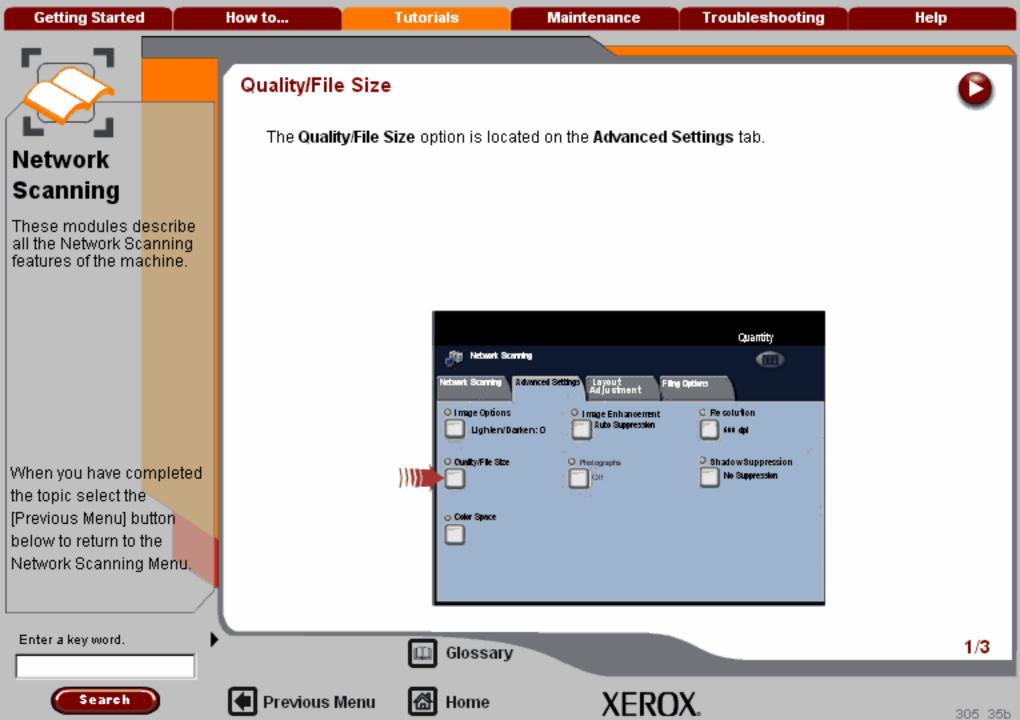














These modules describe all the Network Scanning features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

Quality/File Size

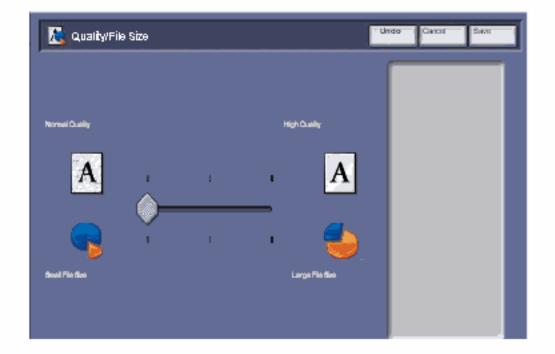






The Normal Quality option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The **High Quality** option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.



Enter a key word.



Glossary



Home



2/3



Network Scanning

These modules describe all the Network Scanning features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.

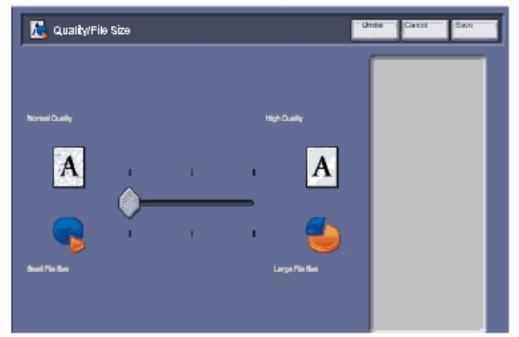
Quality/File Size



The **Normal Quality** option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The **High Quality** option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.

This feature is unavailable when the Color Scanning option is set to Black and White.



Enter a key word.



Glossary



Previous Menu



Getting Started How to... Tutorials Maintenance Troubleshooting Help



E-Mail

These tutorials explain the email features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.

Simple E-Mail

Scanning E-mail Overview >>>

Entering an E-Mail Address

Layout Adjustment >>>

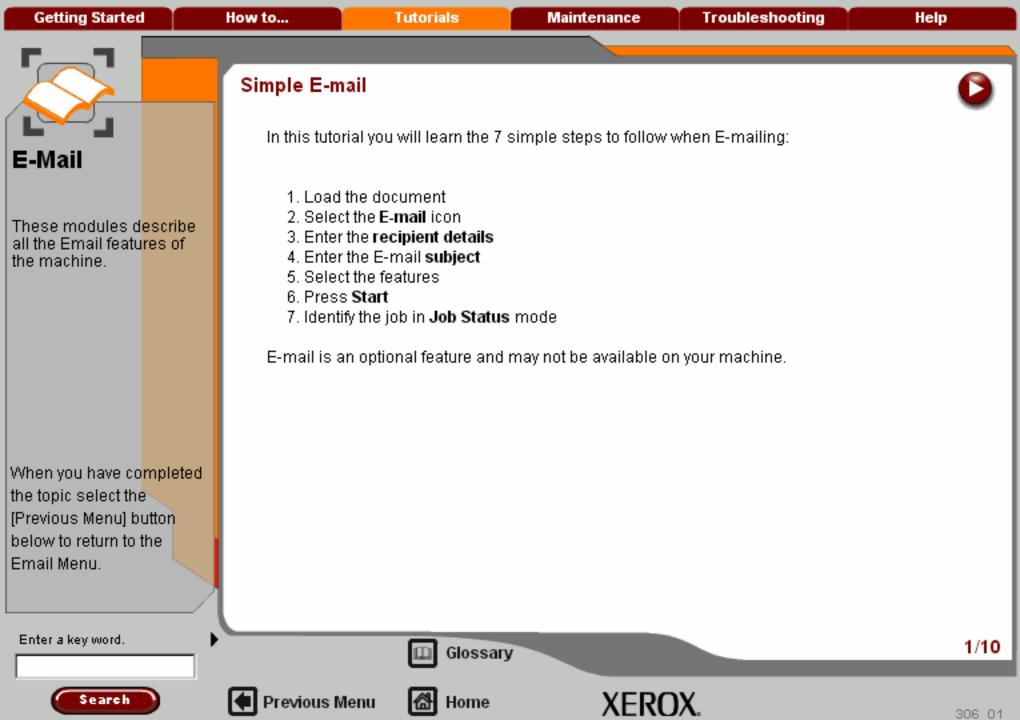
E-mail Options>>>

Advanced Settings>>>









E-Mail

These modules describe all the Email features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

A choice of document input areas is available. These are:

A Document Handler for multiple documents.

Up to 75 documents can be scanned at one time using the Document Handler. Ensure the documents are of the same size, in good condition and all staples and paper clips are removed. Load the documents face up with the first page on the top with the headings, towards the back or left. of the machine. Position the guides to just touch the edge of the documents.

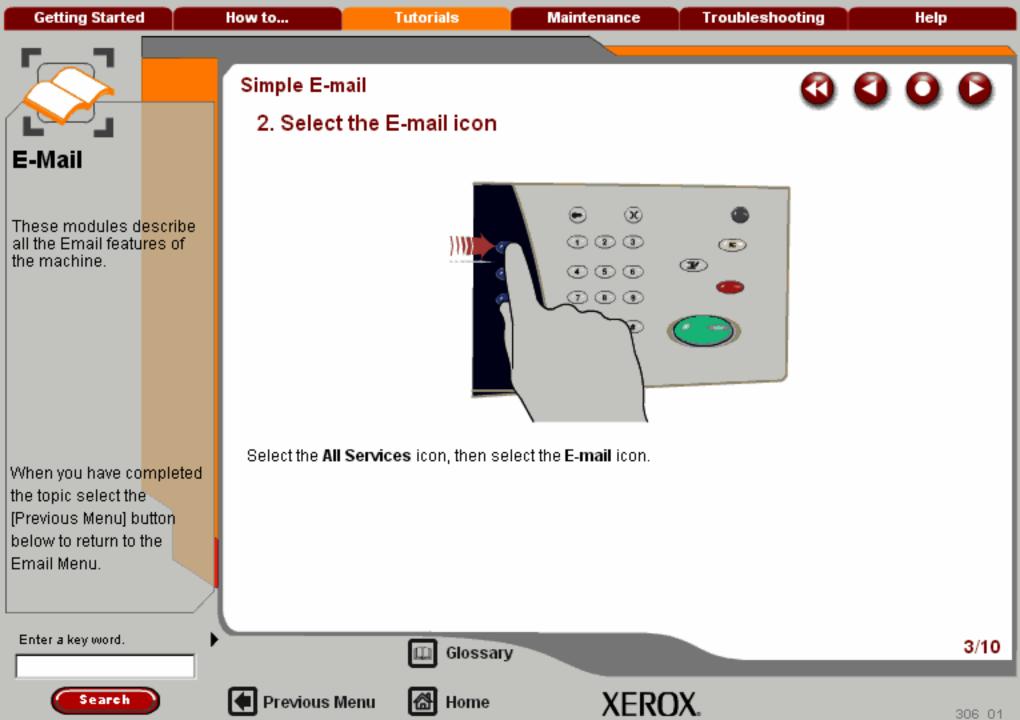
2. A document glass:

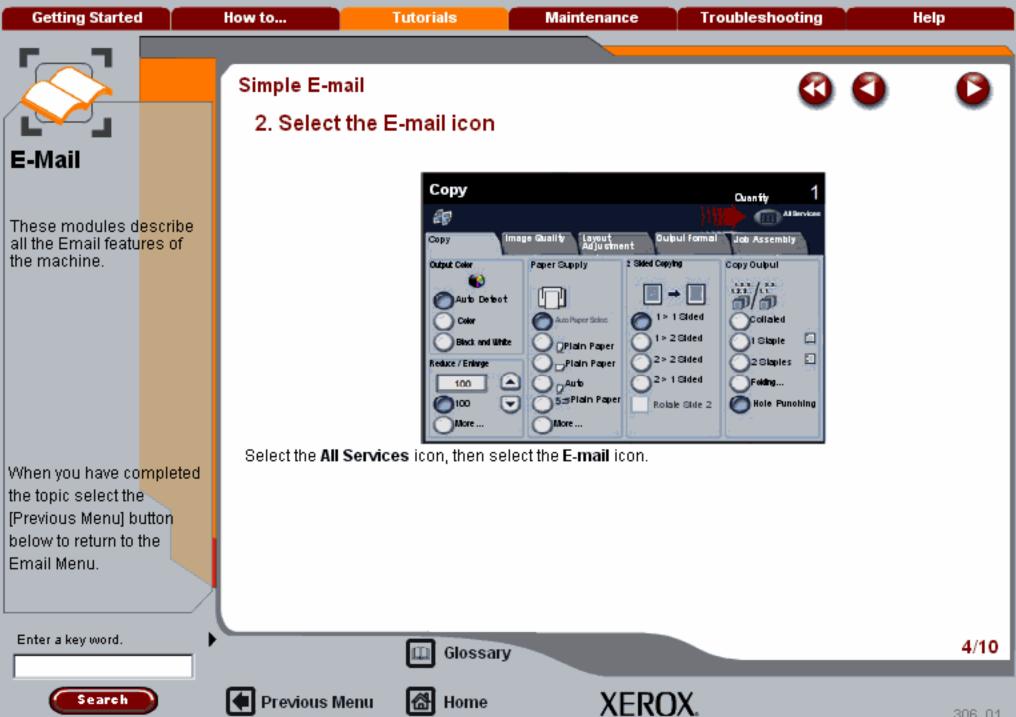
Used to scan only one original at a time and suitable for any type of document up to a maximum size of A3/11"x17". Place the document face down onto the glass, align with the tip of the registration arrow near the rear left of the document glass. Lower the document handler.

Enter a key word.













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Input the full E-mail address of the recipient using the **New Recipient** option, or get the E-mail address from the Address Book. For more information on using the Address Book, go to the tutorial titled Entering an E-mail Address.

2 Sided

Original Type

Phon

Photo and Texa

Not Sec

(NotSec)

No.5ct

Scan Presets

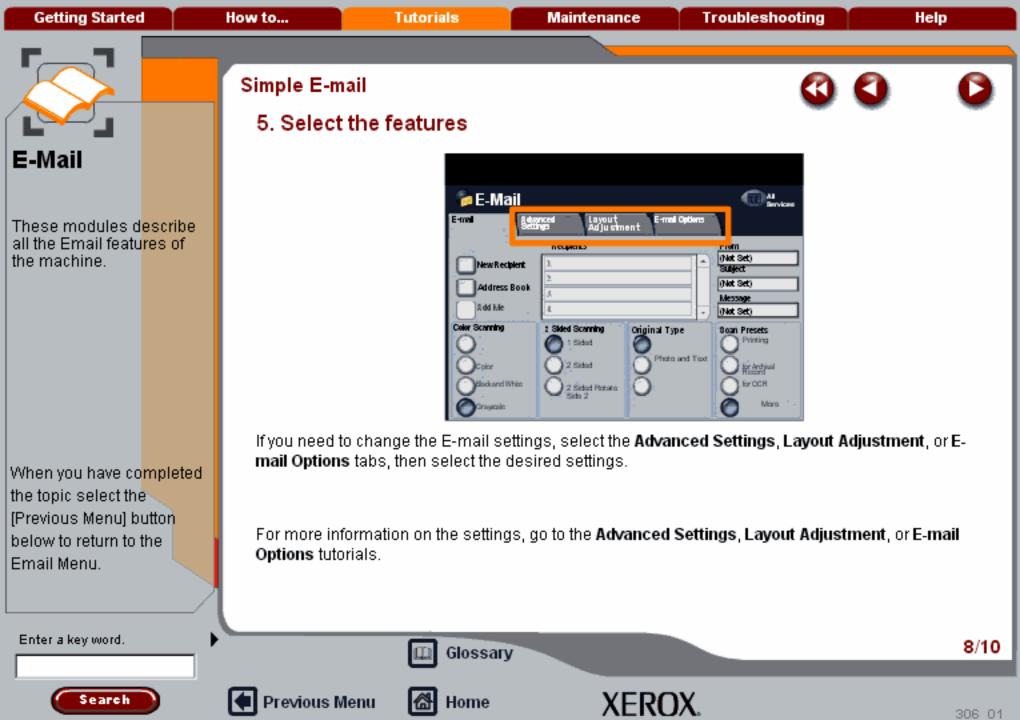
Search



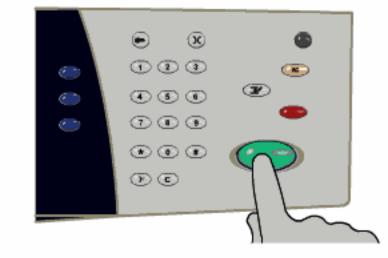












below to return to the Email Menu.

Enter a key word.

Search

[Previous Menu] button

the topic select the

When you have completed

the machine.







Home





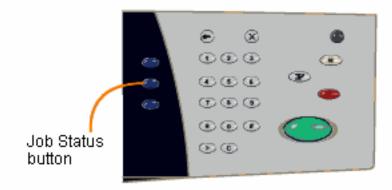
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Simple E-mail

7. Identify your job in the Queue

Press the Job Status button on the control panel to display the print queue.

Your job will be displayed in the queue. If there are no other jobs in the queue your job may have already been processed.





Enter a key word.











Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



E-Mail

These tutorials explain the email features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple E-Mail



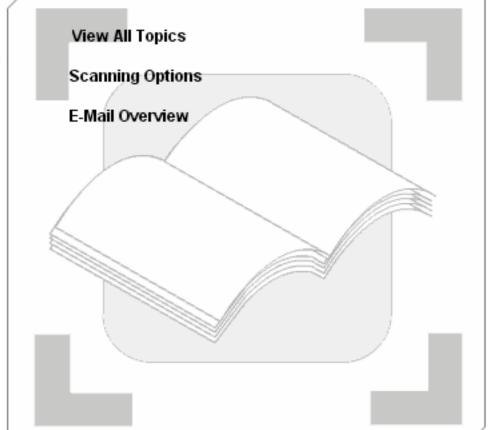
Entering an E-Mail Address

Layout Adjustment >>>

E-mail Options>>>



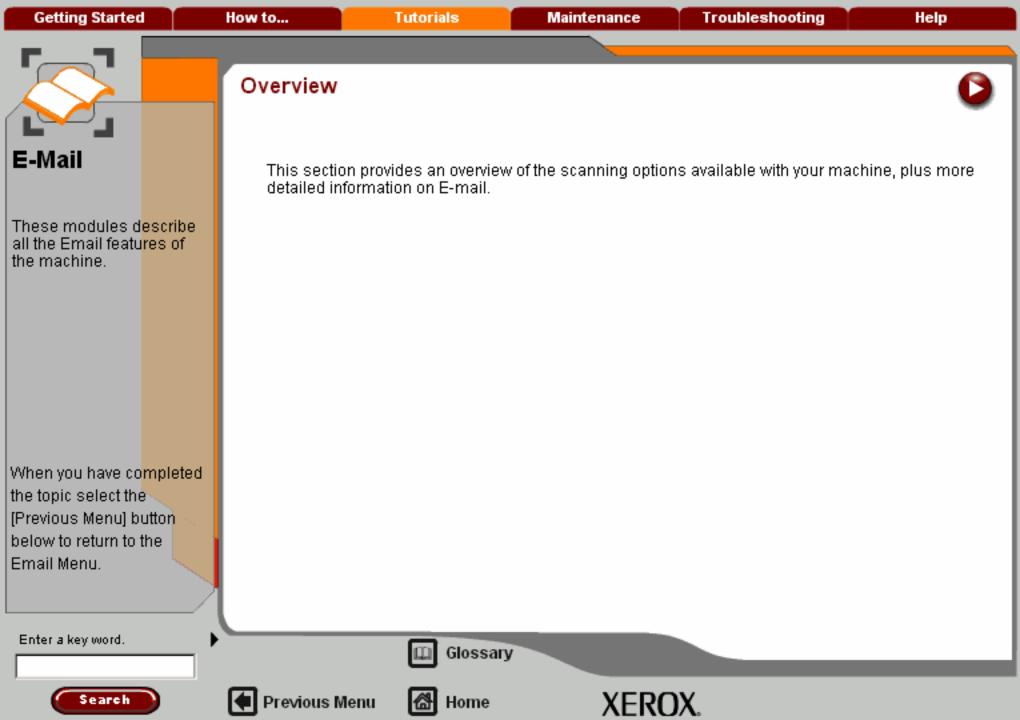
Advanced Settings>>>



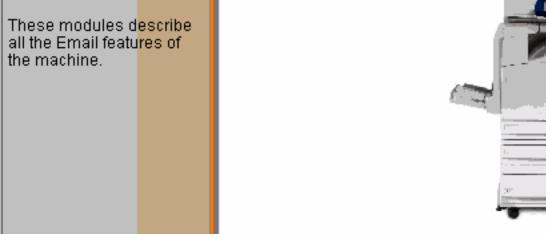












Whenever you copy, fax or scan a document, either from the document handler or from the document glass, a digital image (bitmap) of your document will be created.

10101001010001010101010101

The following screens will explain the scanning options available to you so that you can make the appropriate selections for your scanning job.

Enter a key word.

Email Menu.

the topic select the

[Previous Menu] button

below to return to the



Glossary

Topic 1/2

1/6



When you have completed







Getting Started How to... Tutorials Maintenance Troubleshooting Help



These modules describe all the Email features of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

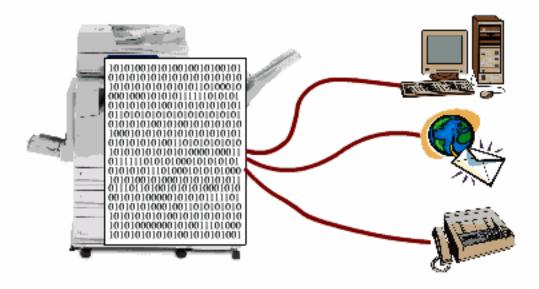
Scanning Options











The scanning method you use depends upon where you want to send the scanned image of your document. You have 4 choices:

- 1 send the images to a folder or other container on a file server or a PC. This is called **Network** Scanning.
- 2 attach the image to an E-mail and send it to an E-mail address. This is called E-mail.
- 3 send the images to a telephone number destination. This is called Fax of which there are several options.
- 4 send the images to a combination of 1, 2 and 3.

m

Glossary

Topic 1/2

2/6



Enter a key word.









Enter a key word.



Topic 1/2











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

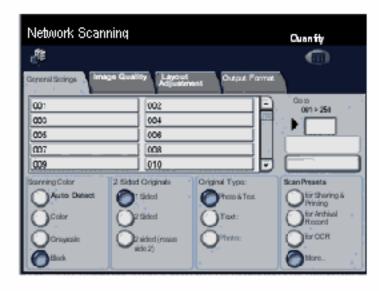
Scanning Options







Network Scanning



Network Scanning, sometimes referred to as Scan to File will scan your documents and send them to a folder on a server or a PC. This is called a **Repository**. All the parameters for scanning your documents are set-up in a **Template**. You can set-up different templates for different scan jobs or you can modify a template at the machine to suit a specific type of document. The scanned images will stay in the repository so that they can be accessed from a PC.

If you have Basic Fax you can also create a template that will send your scanned images to a fax machine. This is sometimes referred to as **Scan to Fax**.

Enter a key word.



Glossary

Topic 1/2













E-Mail

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

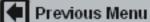
Search



The machine has various fax options that will send the scanned images to a recipient over a telephone network and/or the computer network. These options are explained in How To ... Fax and in the Fax Tutorials.

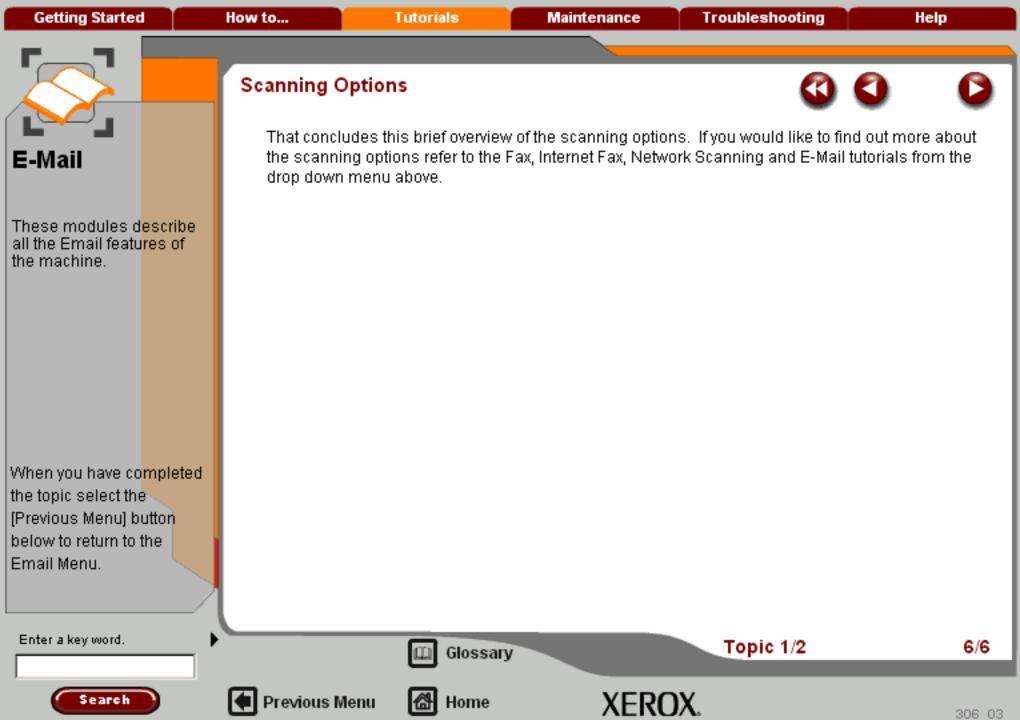
Enter a key word. Topic 1/2 5/6 Glossary



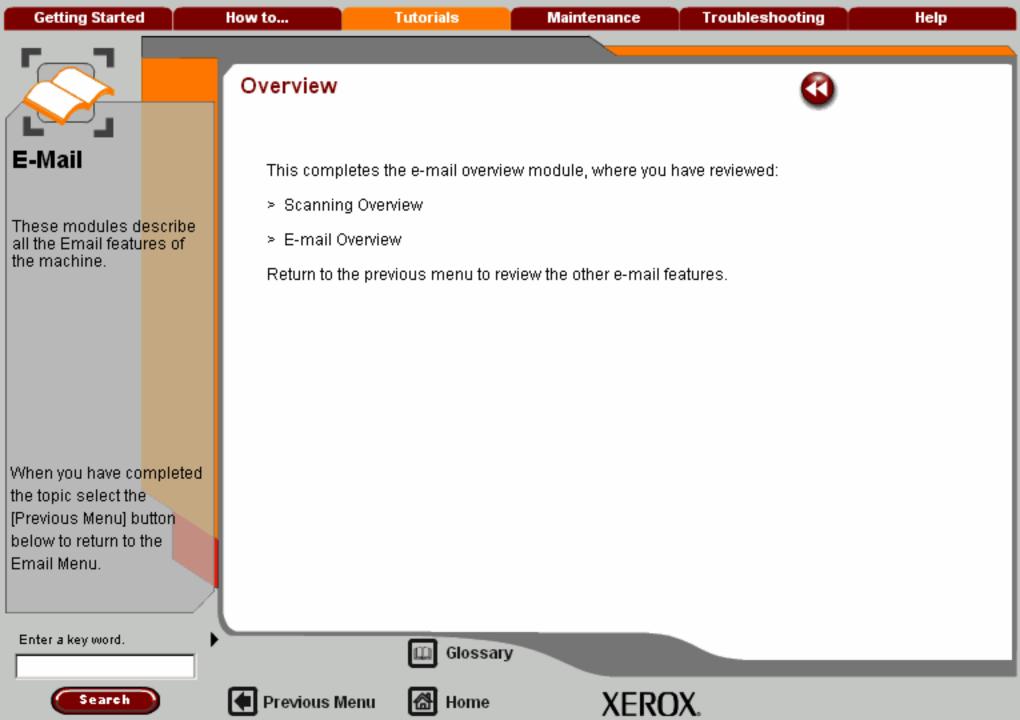












Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



E-Mail

These tutorials explain the email features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple E-Mail

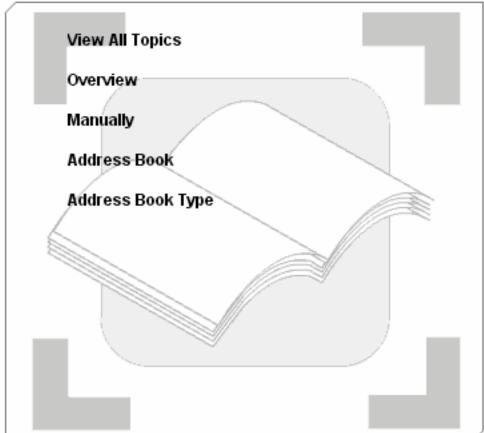
Scanning E-mail Overview >>>



Layout Adjustment >>>

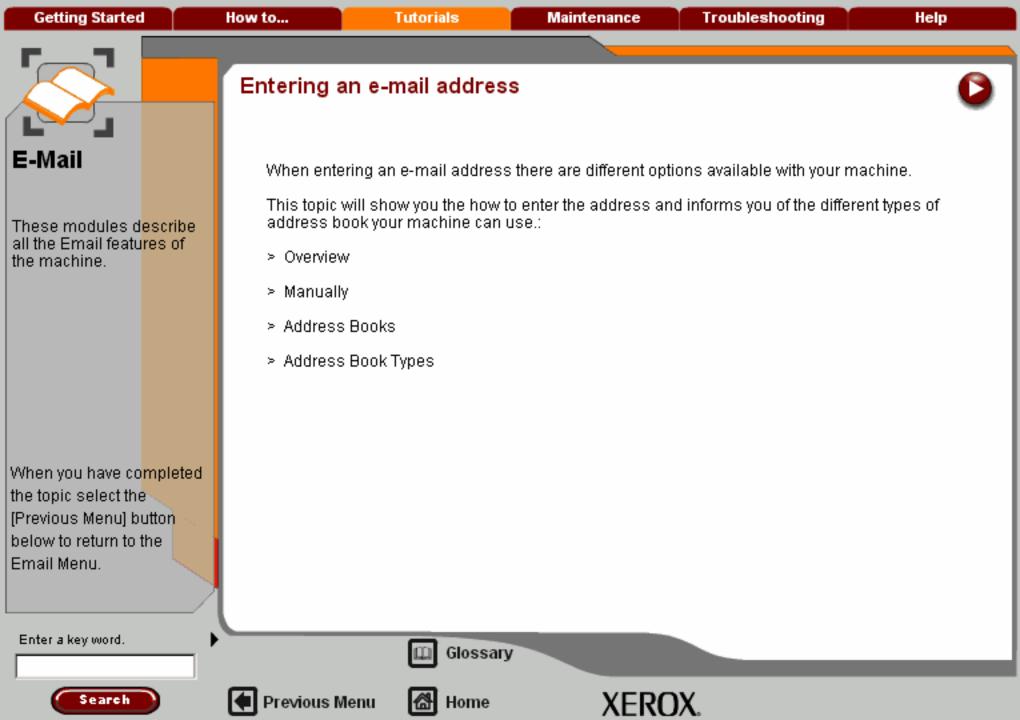
E-mail Options>>>



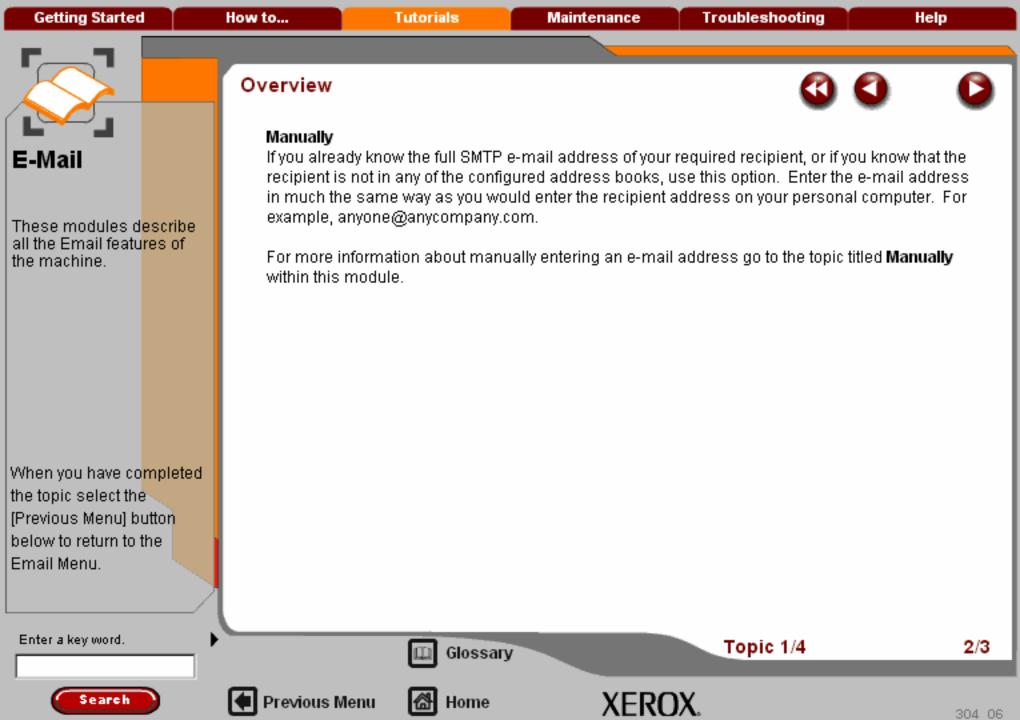
















When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Entering an E-Mail Address



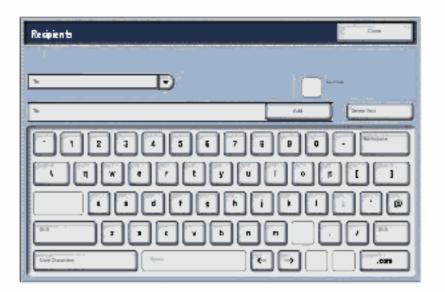


If you already know the full SMTP e-mail address, you can enter the e-mail address manually using the **New Recipient** option. Otherwise, you can use the Address book option.

To enter an email address manually, select the New Recipient button.

Use the keyboard to enter the e-mail address.

When you have entered the required e-mail address select the **Add** button. The machine will check that it is an SMTP address. If it is not an SMTP address, the machine will search the address book for a matching entry. The entered e-mail address will be shown in the Recipient List.



Enter a key word.



Glossary

Topic 2/4

1/1











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Address Books





Address books contain a list of e-mail addresses and details that are relevant to your company and/or you. When an entry is made the Address Book displays search results for the address book.

Select the Address Book button.



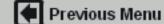
Enter a key word.



Glossary

Topic 3/4











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Address Books







Select **Addresses** from the bottom of the Address Book page. You can also select to browse addresses by selecting a button that represents the first letter of the name you are looking for. Find the address you are looking for. Once you have located the desired address, press the **To**, **CC**, or **BCC** buttons to add to the **Recipient List**.

Select the Close button.



Enter a key word.



Glossary

Topic 3/4

2/3











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Address Books







The entered e-mail address will be shown in the Recipient List.

Selecting the Details button on the Address Book window will display the e-mail address and any other details that are available in the Address Book for that given entry.



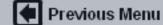
Enter a key word.



Glossary

Topic 3/4











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Address Book Types





If configured, there are two different types of address book on your machine. The address books are known as Public and Internal Address Books.

The following pages will give you a description of each address book type.

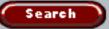


Enter a key word.



Glossary

Topic 4/4

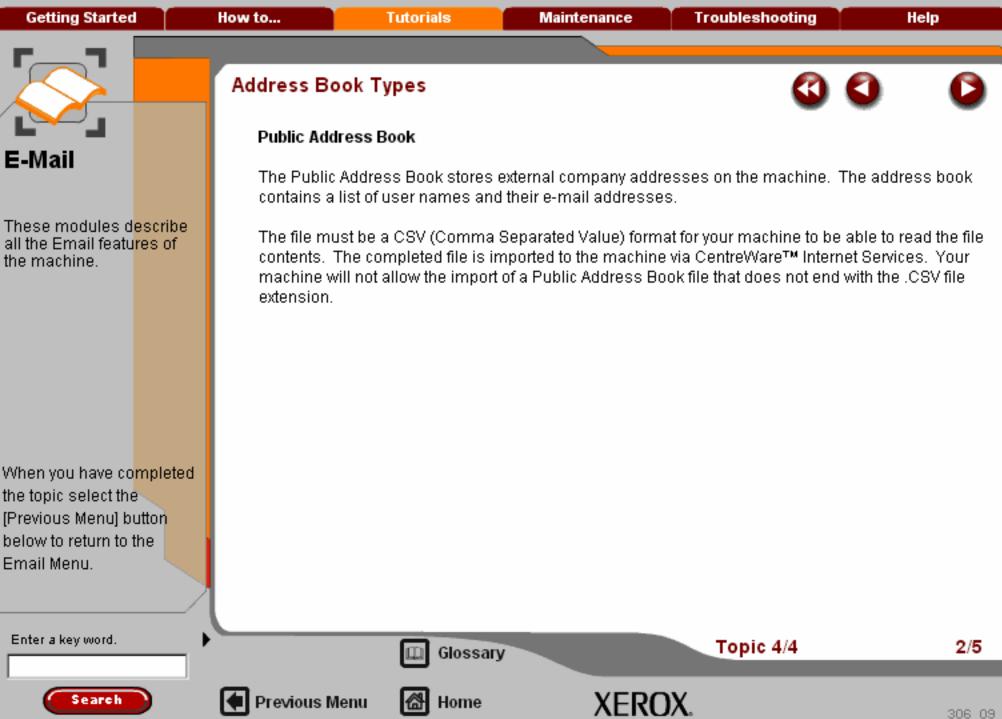


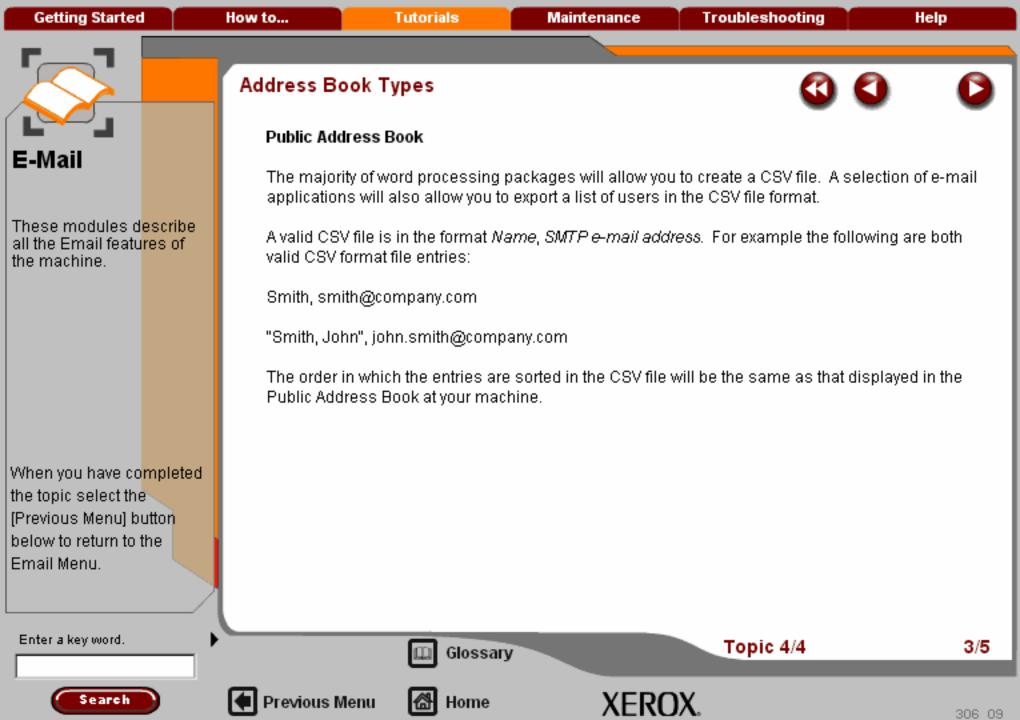


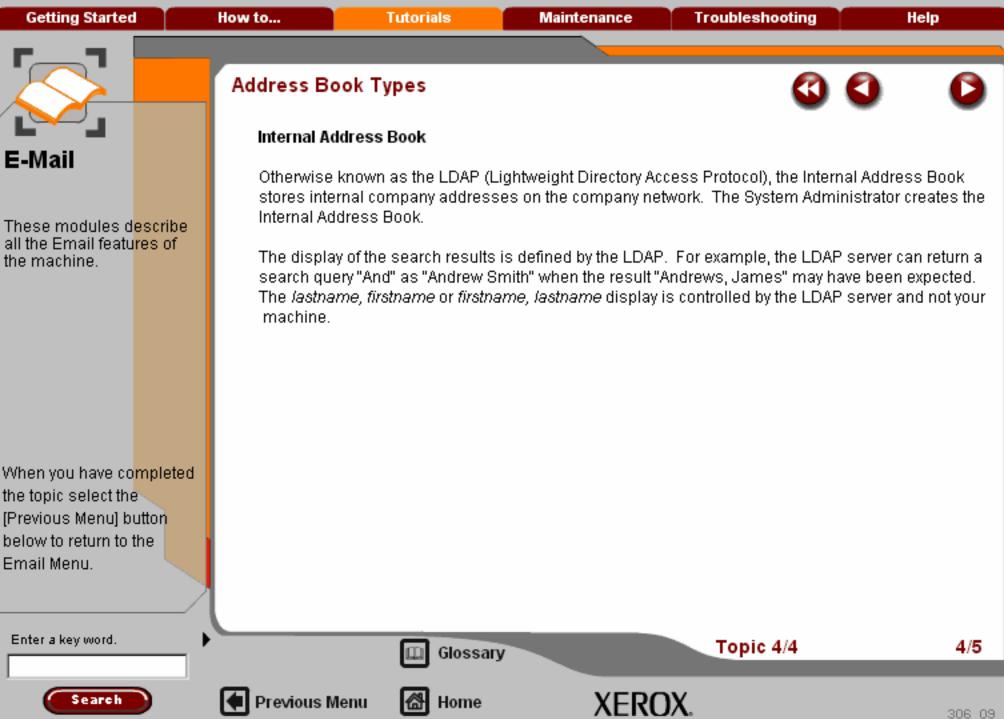


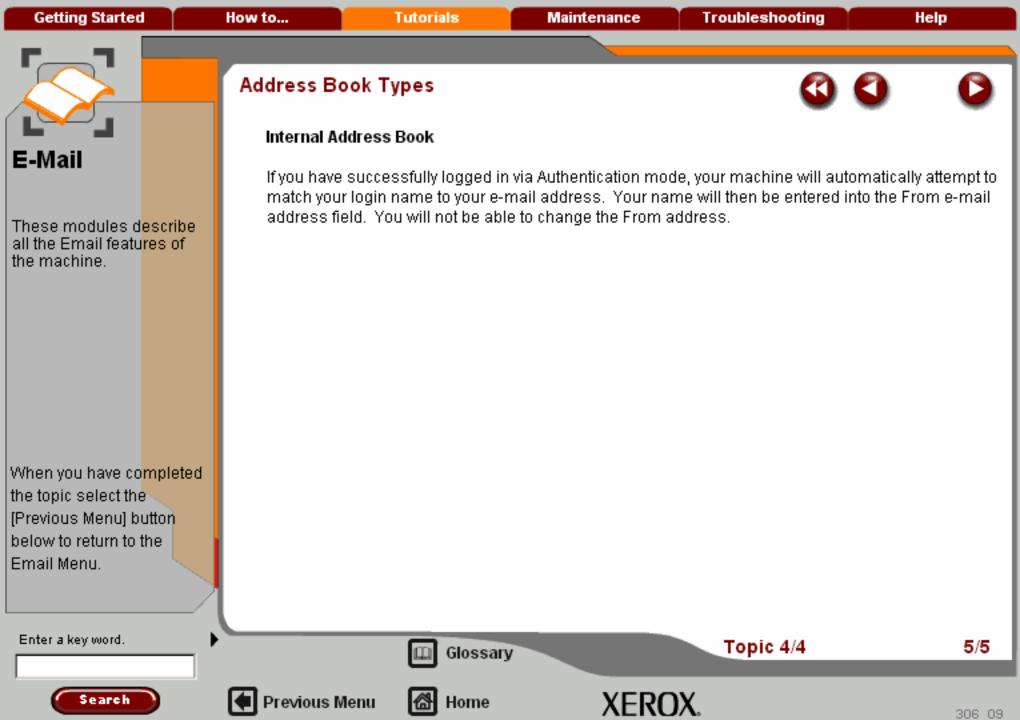


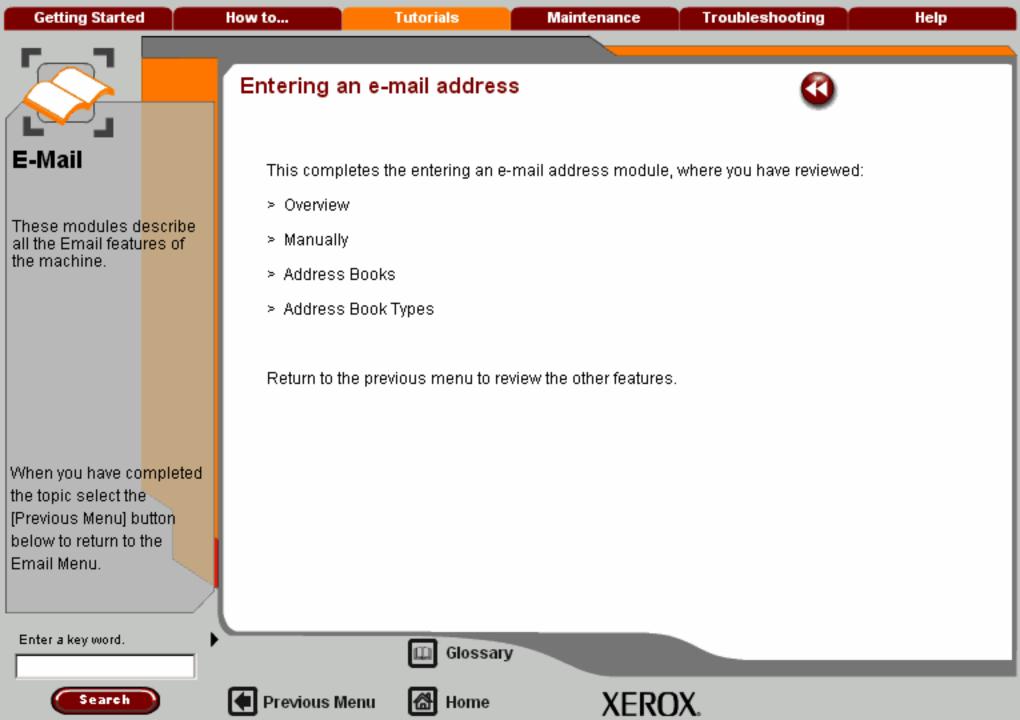












Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



E-Mail

These tutorials explain the email features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



Simple E-Mail

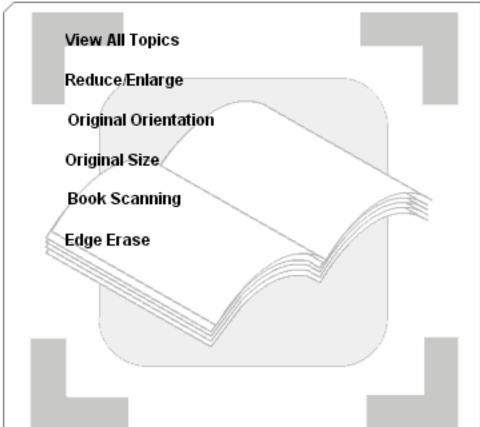
Scanning E-mail Overview >>>





E-mail Options>>>

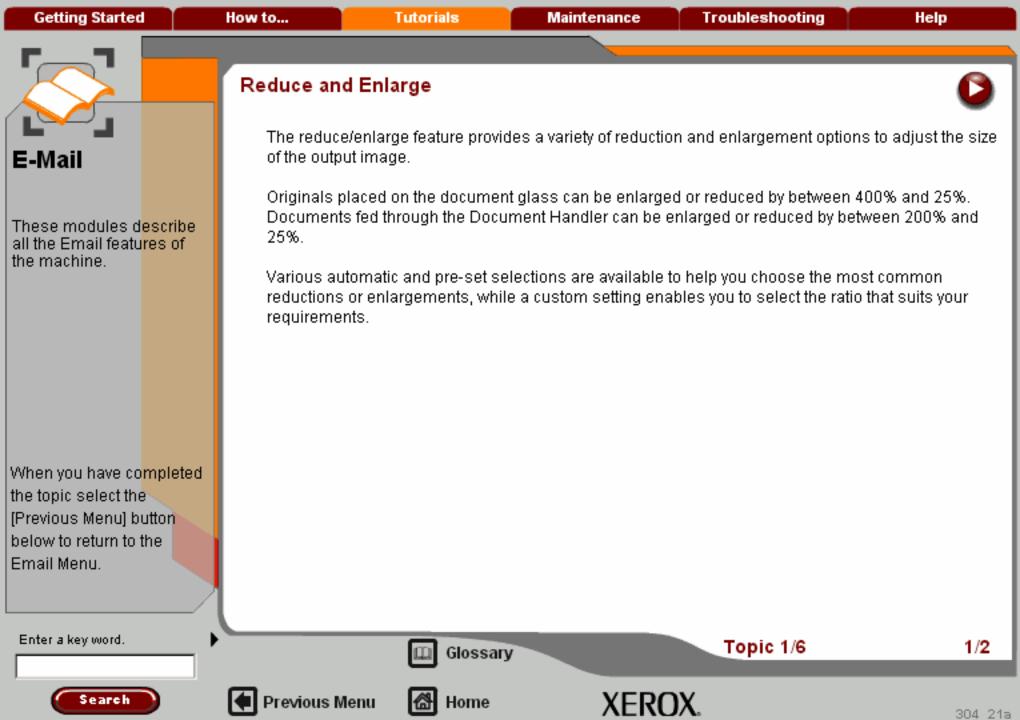
Advanced Settings>>>













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Reduce and Enlarge



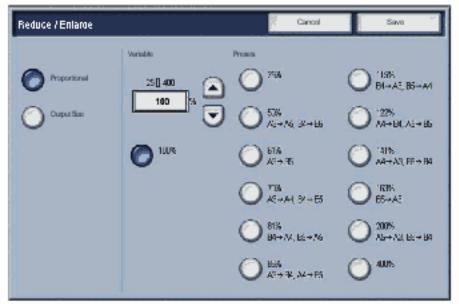




For non-standard reduction or enlargement, you can select a ratio between 25 and 400 if you are copying from the document glass or 25 to 200 if using the Document Handler.

The Auto% button will automatically fit the image of your original document onto the paper you have selected. If necessary, the reduction or enlargement will not be proportional, that is the machine will distort the image so that it will fit onto the paper. You must specify a paper tray before using this option.

The 2 pairs of scroll buttons enable you to customise the width (x) and height (y) reduction or enlargement to suit your own creative requirements.



Enter a key word.



Glossary

Topic 1/6

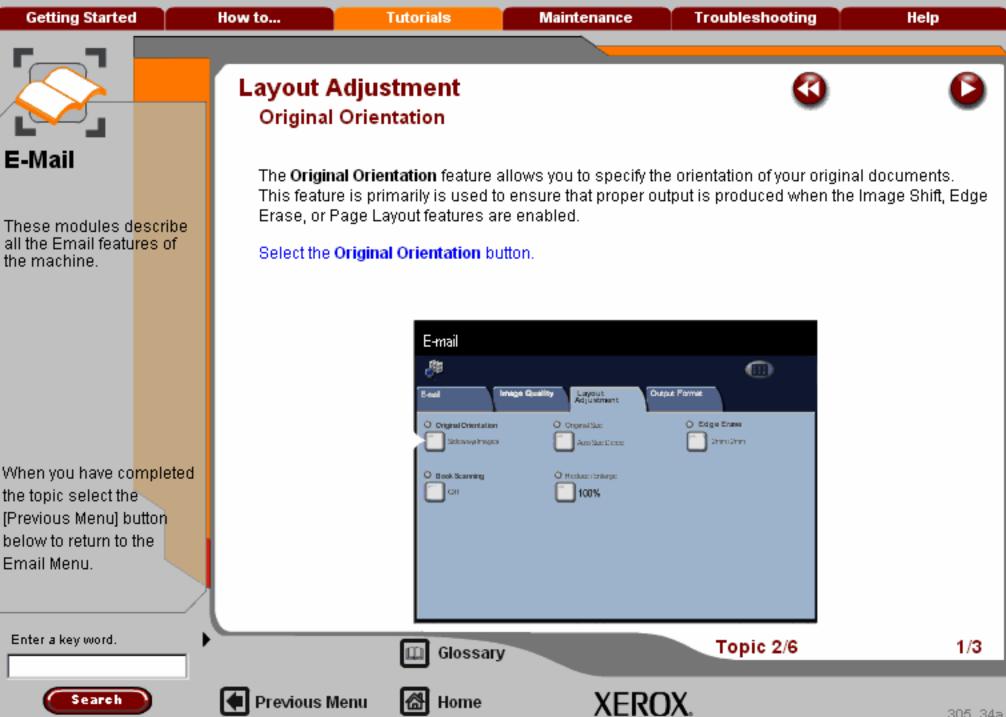
2/2



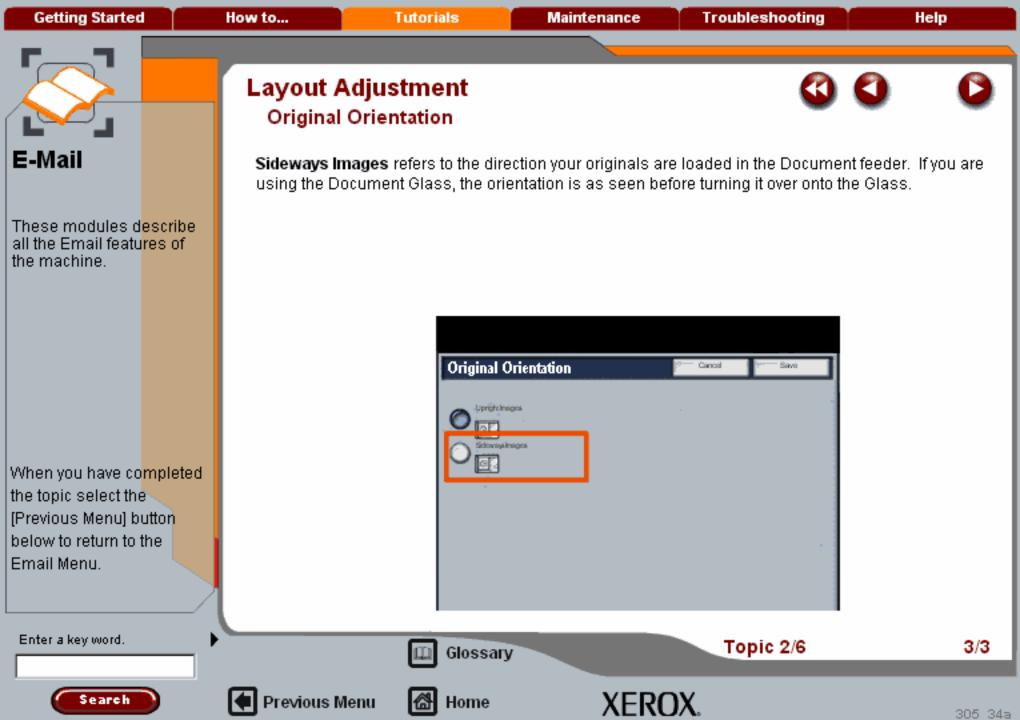














When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.

Search

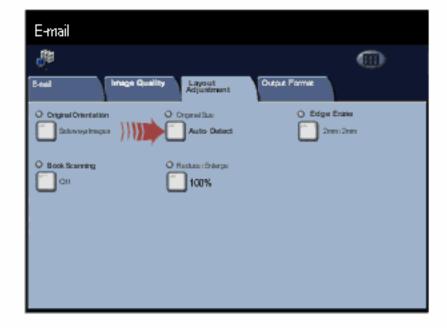
Original Size





Select Original Size to enter the size of your document when scanning from the Document Glass or the Document Handler. Your machine uses this information to calculate the size of your original and the scanned image.

Access the Original Size settings by selecting the **Layout Adjustment** tab and the **Original Size** button.



Glossary

Topic 3/6

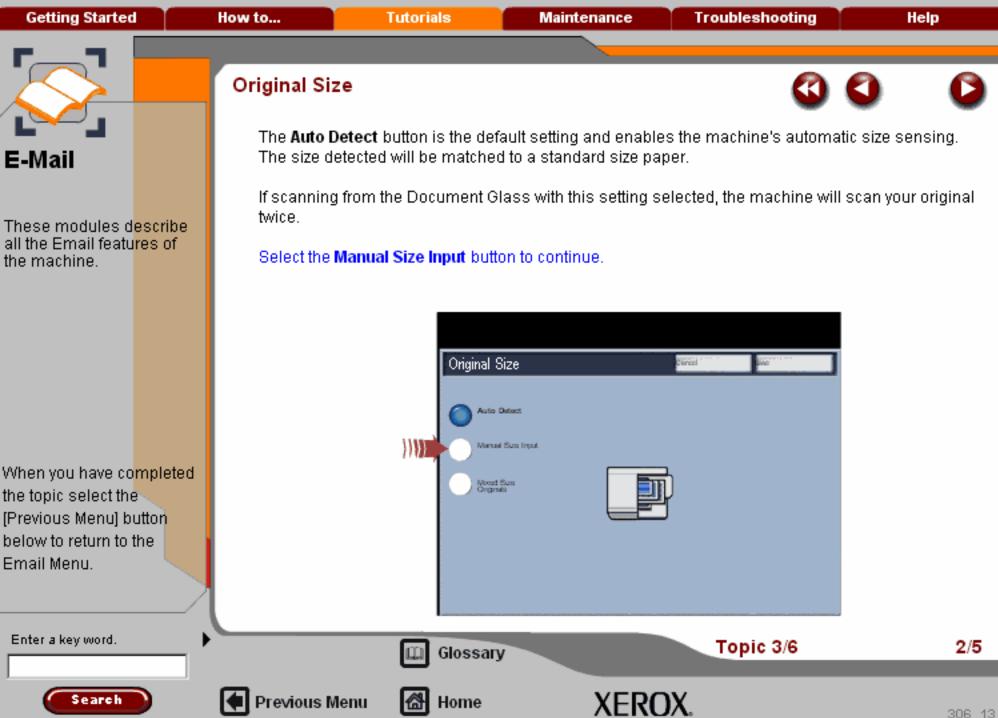
1/5













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Original Size



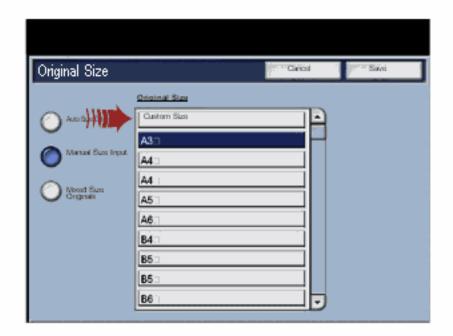




Manual Size Input is used when copying from the document glass and allows you to define the size of your original from a list of pre-set, standard document sizes. You can view the list by using the up and down scroll bars.

If your original is not a standard paper size, select the **Custom Size** option in the scroll list. You cannot use this mode when using the document handler.

Select the Custom Size option from the scroll list for more information on this option.



Enter a key word.

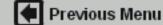


Glossary

Topic 3/6

3/5













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Original Size

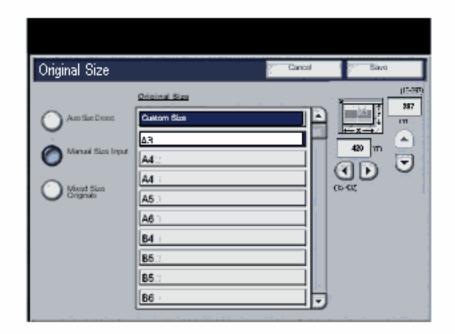






The **Custom Size** option allows a non-standard size to be defined. This feature can only be used when a document is placed on the Document Glass.

To enter a value, select the X or Y numeric box (as highlighted) and enter the value using the control panel keypad.



Enter a key word.

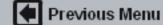


Glossary



4/5



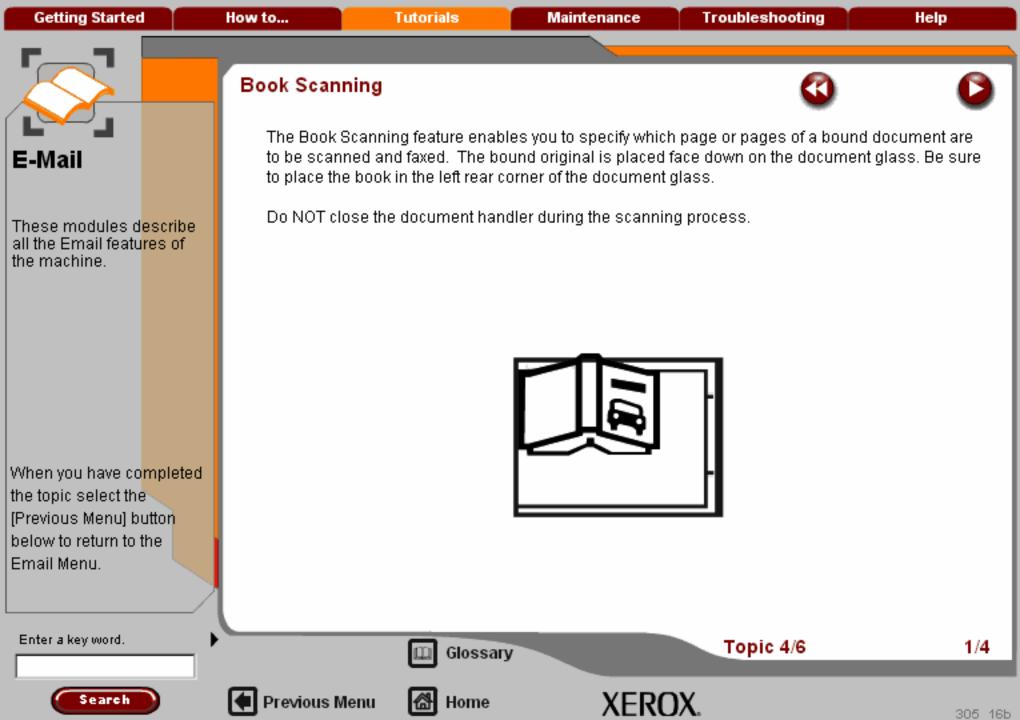


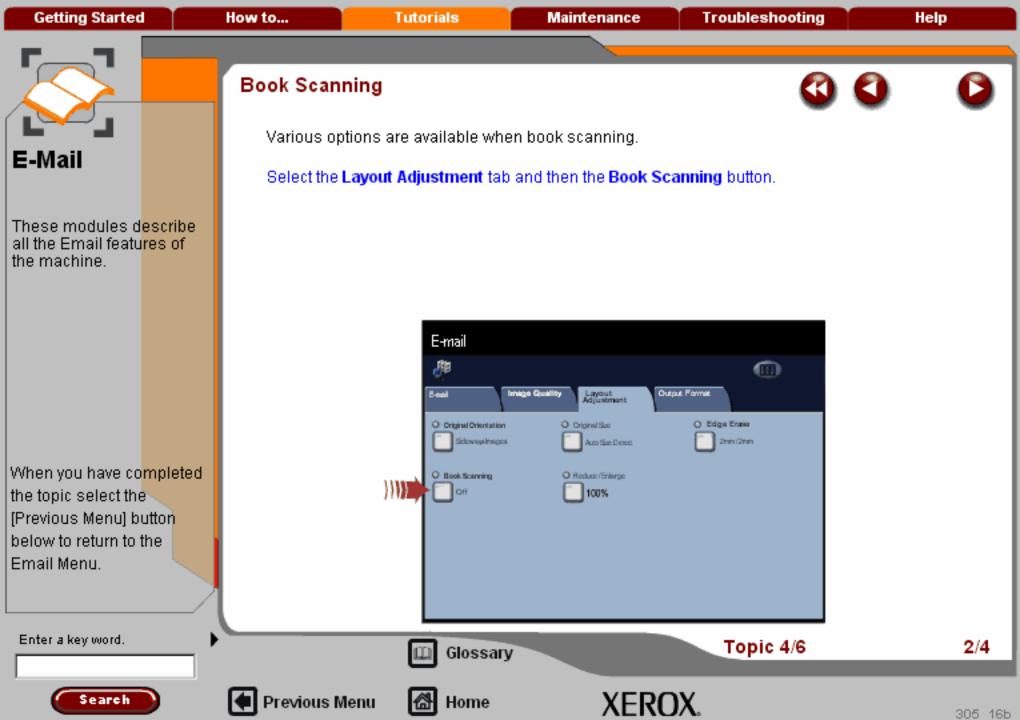


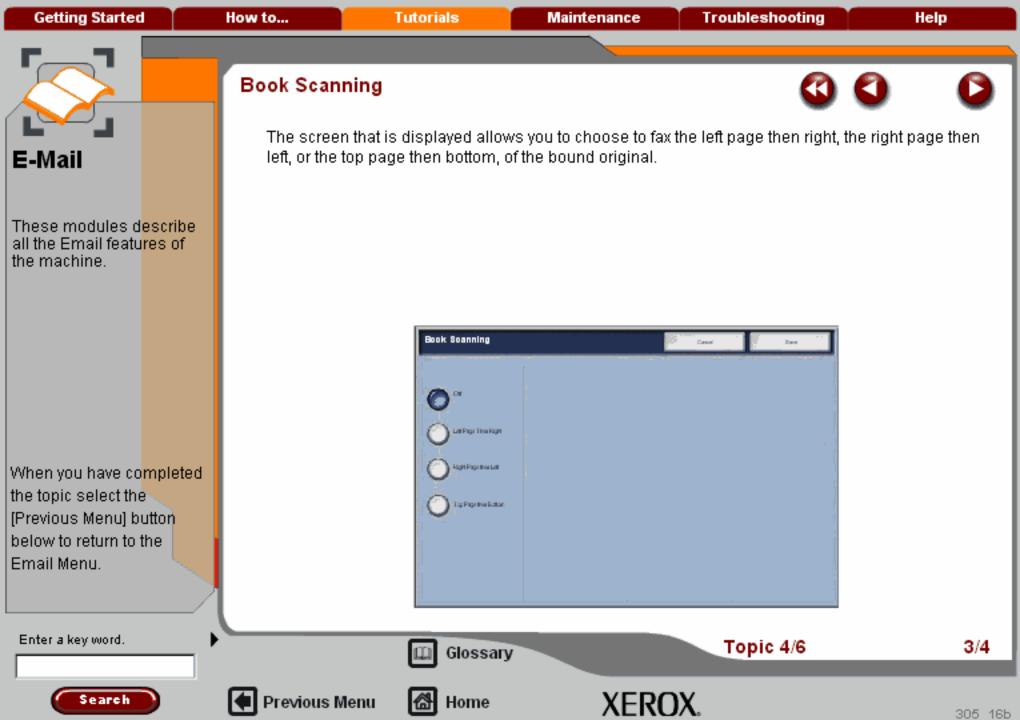






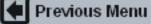






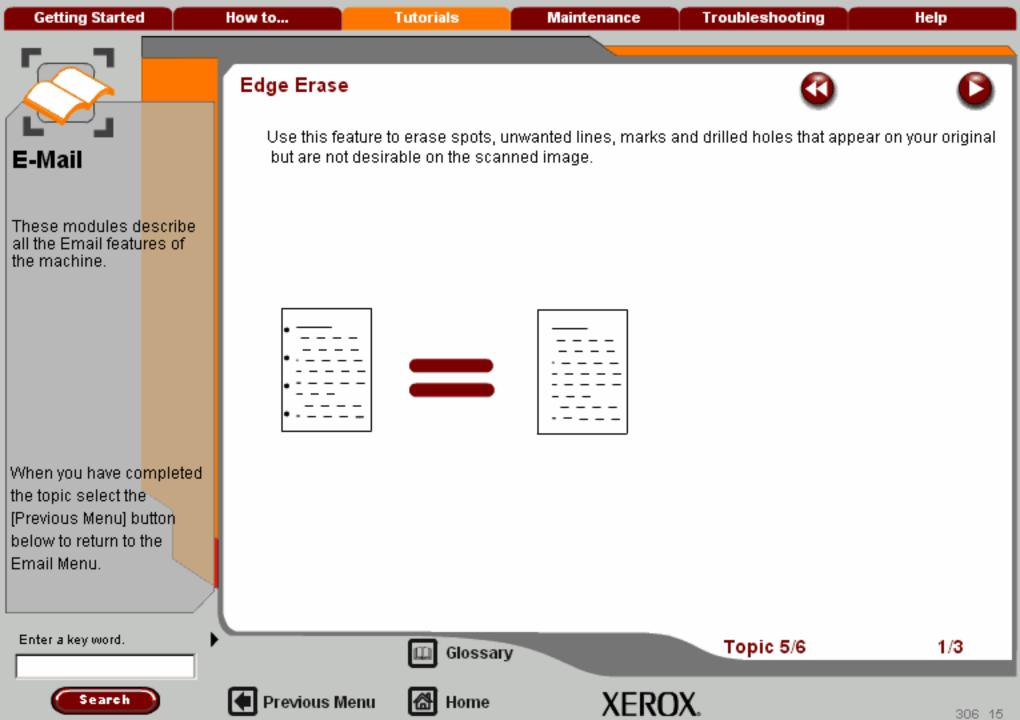


Search





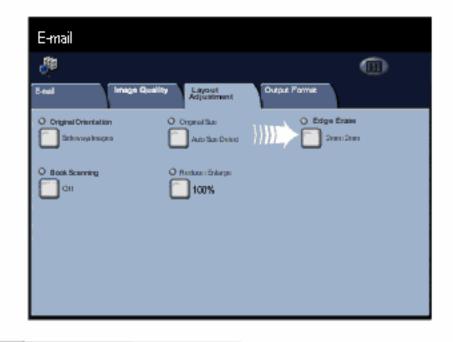






When you have made your selection you must select Save so that you can program any other features you may require from the control panel.

Access the Edge Erase settings by selecting the Edge Erase button.



When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

These modules describe all the Email features of

the machine.

Enter a key word.

Search



Previous Menu

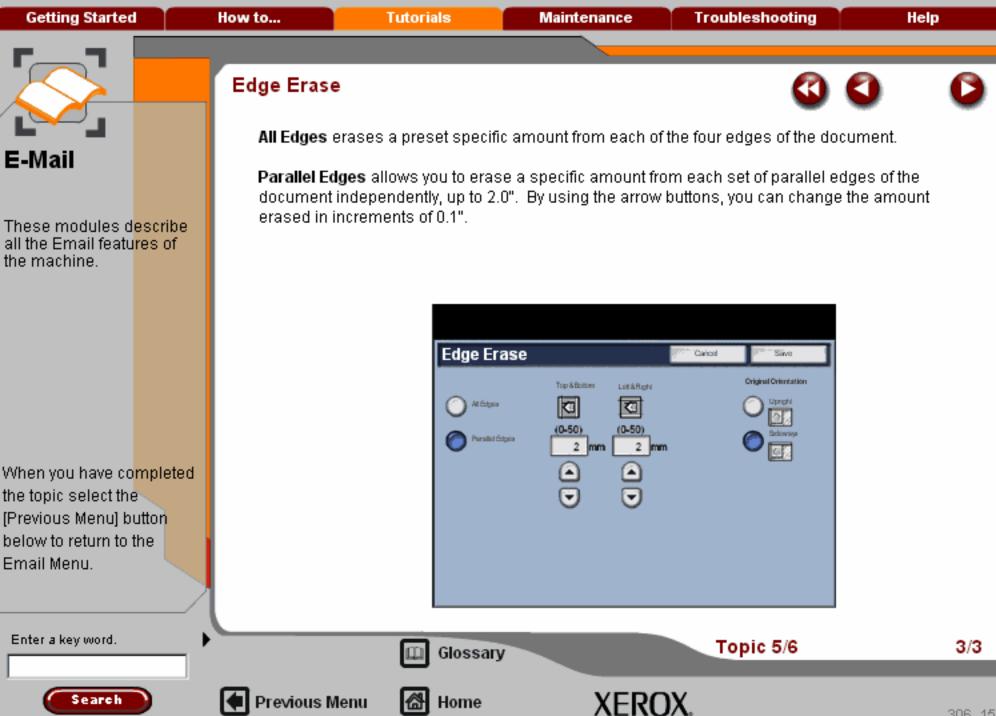


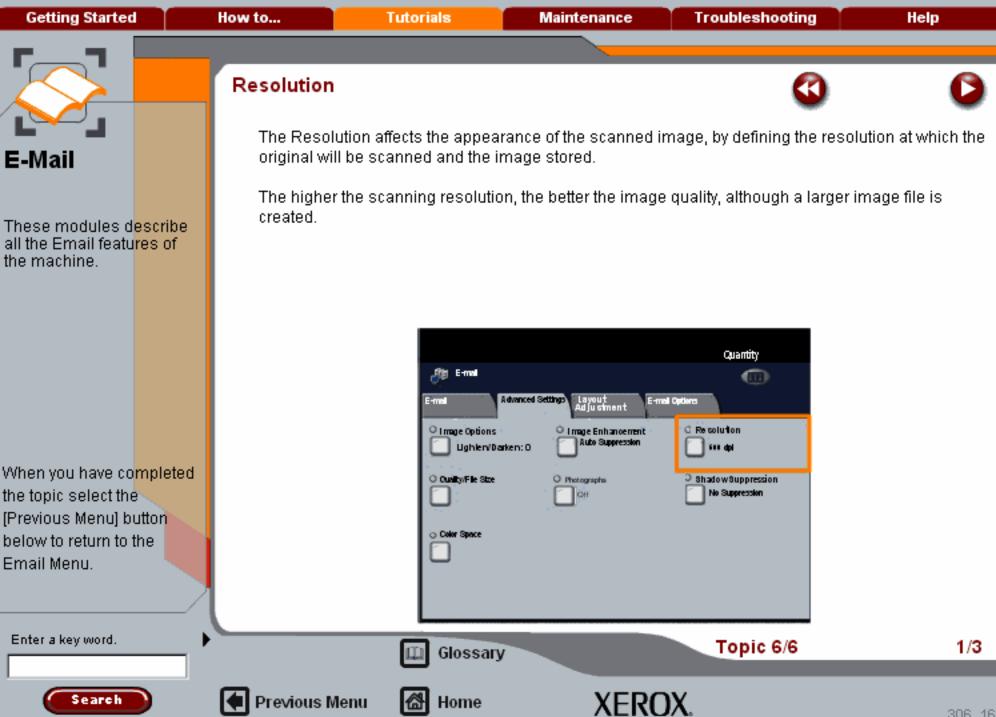
Glossary

XEROX.

Topic 5/6

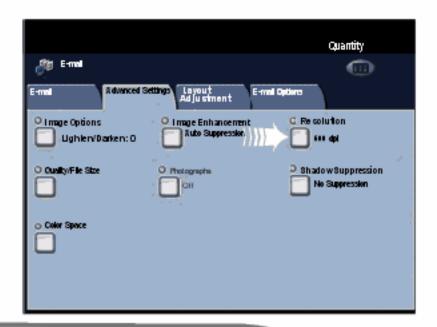
2/3







Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.



When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Enter a key word.



Glossary

Topic 6/6

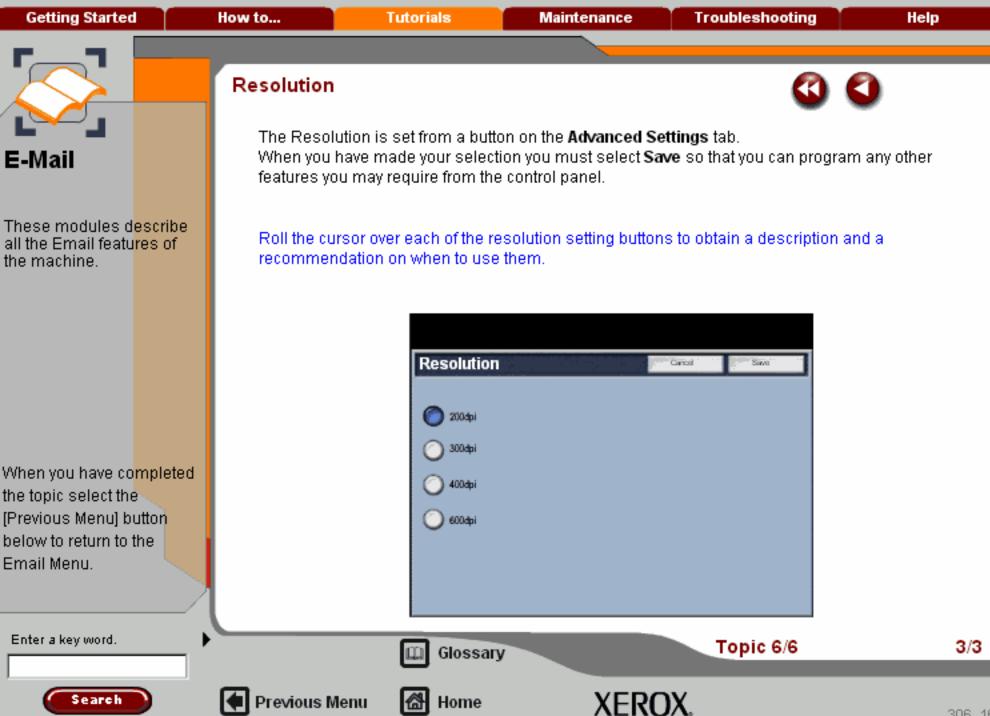
2/3











Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



E-Mail

These tutorials explain the email features of the machine.

Choose the topic you want to learn about from the menu below. Each topic will only take a few minutes to complete so you can learn about your machine when you have a few minutes to spare.



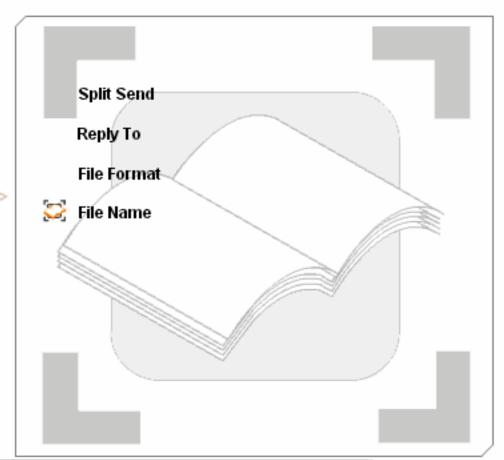
Simple E-Mail

Scanning E-mail Overview >>>



🔀 Layout Adjustment >>>

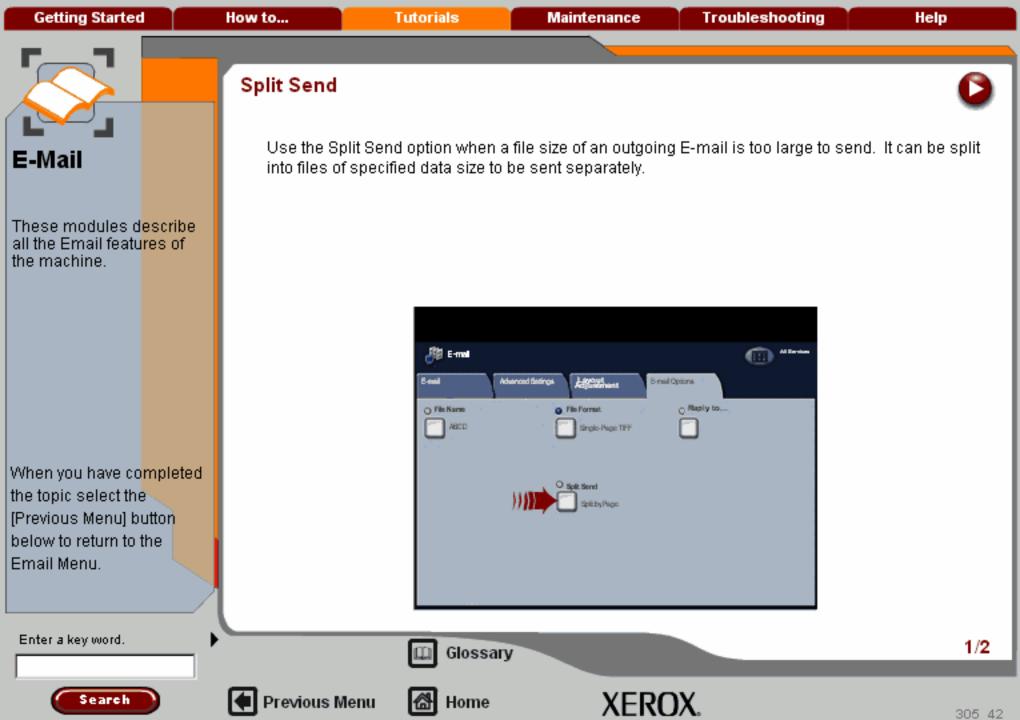
Advanced Settings>>>

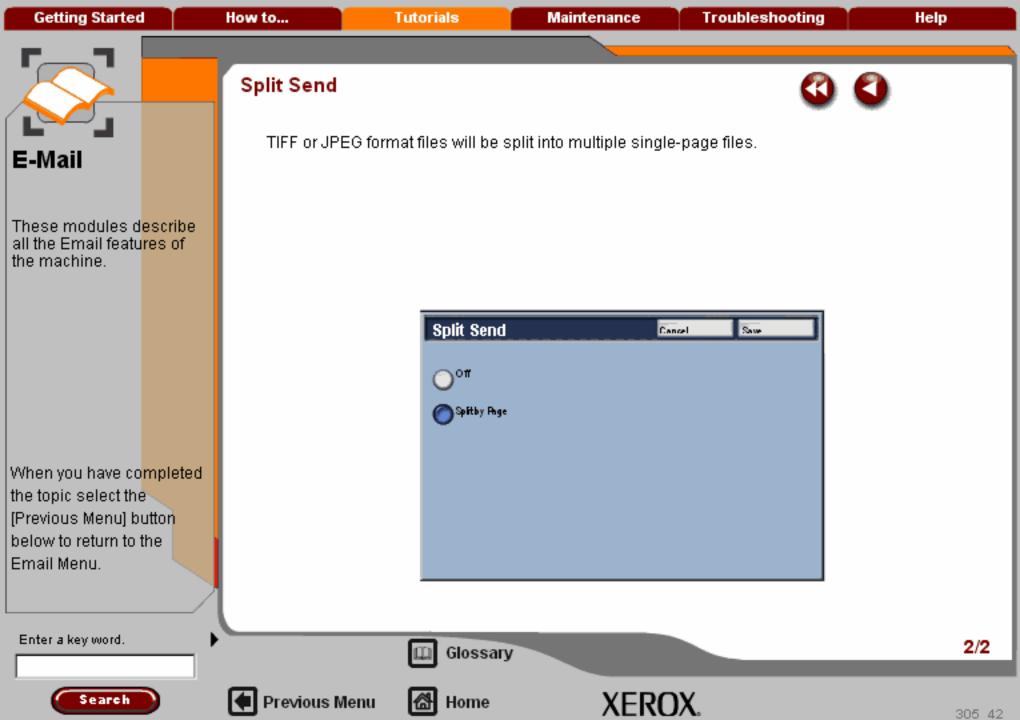














When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

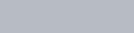
Reply To

If the **Reply To** e-mail address has been populated automatically, the current name is shown on the touch screen. If you wish to change the Reply to addressee, select the **Reply To** button and enter the required e-mail name using the keypad on the touch screen.

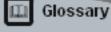
The Reply To feature can be accessed from the E-mail Options tab.



Enter a key word.



Previous Menu



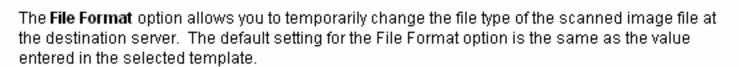




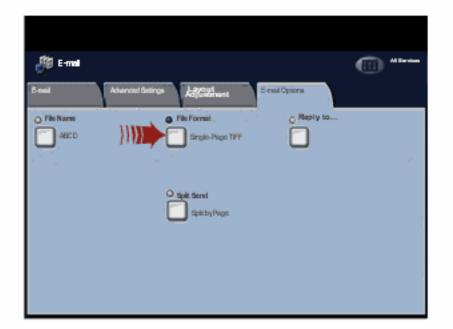


When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

File Format

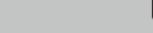


Access the File Format settings by selecting the E-mail Options tab and the File Format button.



Enter a key word.

Search



Previous Menu



Home

Glossary



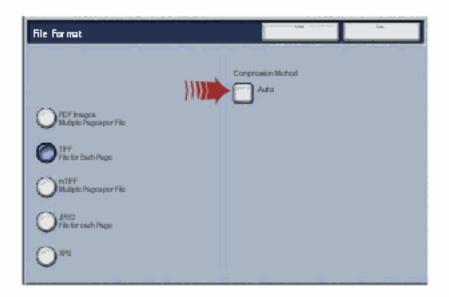


E-Mail

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Use the **File Format** option if you wish to have the job sent with a different document format than that set as the template default. There are five file formats; **PDF Images**, **TIFF**, **Multi-Page TIFF**, **JPEG**, and **XPS**.

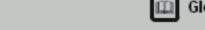
When you select either the **PDF** option or the **XPS** option, you can access the **MRC High Compression** options for your scan.

Select the Compression Method button to continue.



Enter a key word.

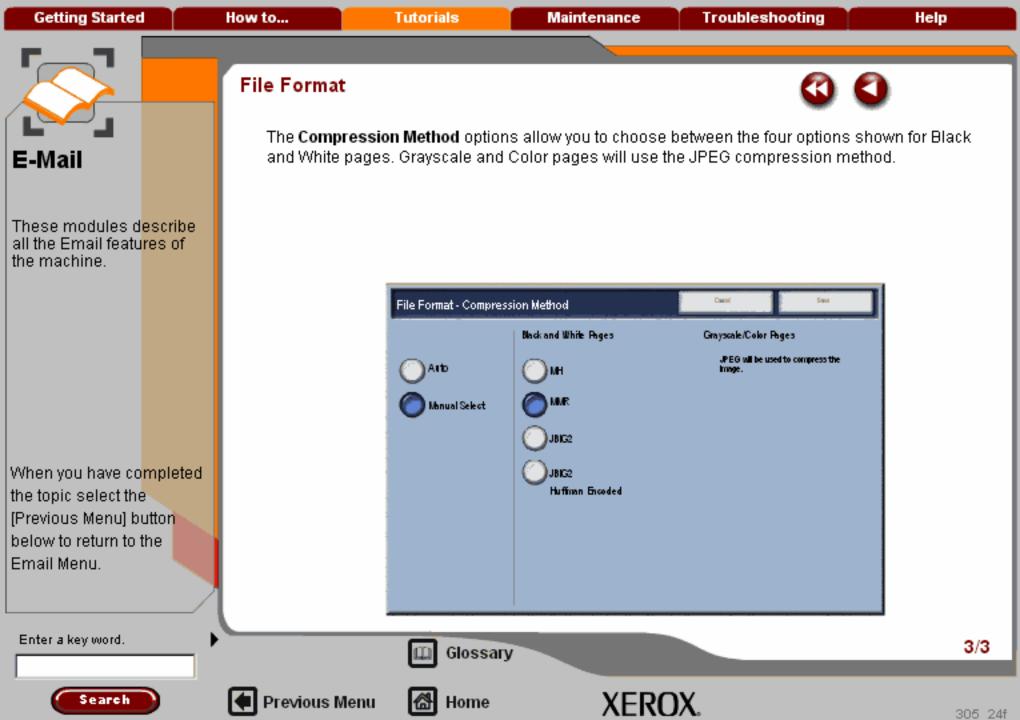
Email Menu.













all the Email features of

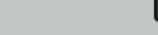
These modules describe the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

When you select the File Name option, the keyboard screen will display. Use the keyboard to enterthe File Name. When you have completed, touch Save.



Enter a key word.



Previous Menu



Glossary



Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



E-Mail

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Simple E-Mail

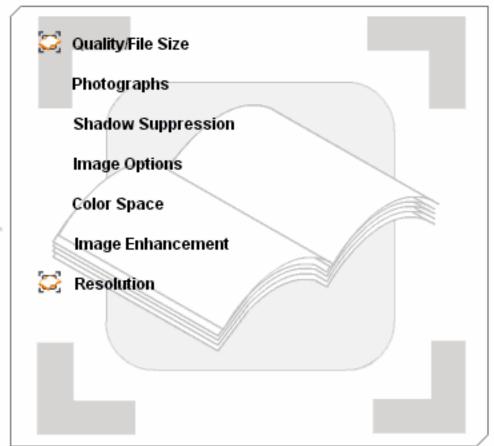
Scanning E-mail Overview >>>



🔀 Layout Adjustment >>>

🔀 E-mail Options>>>

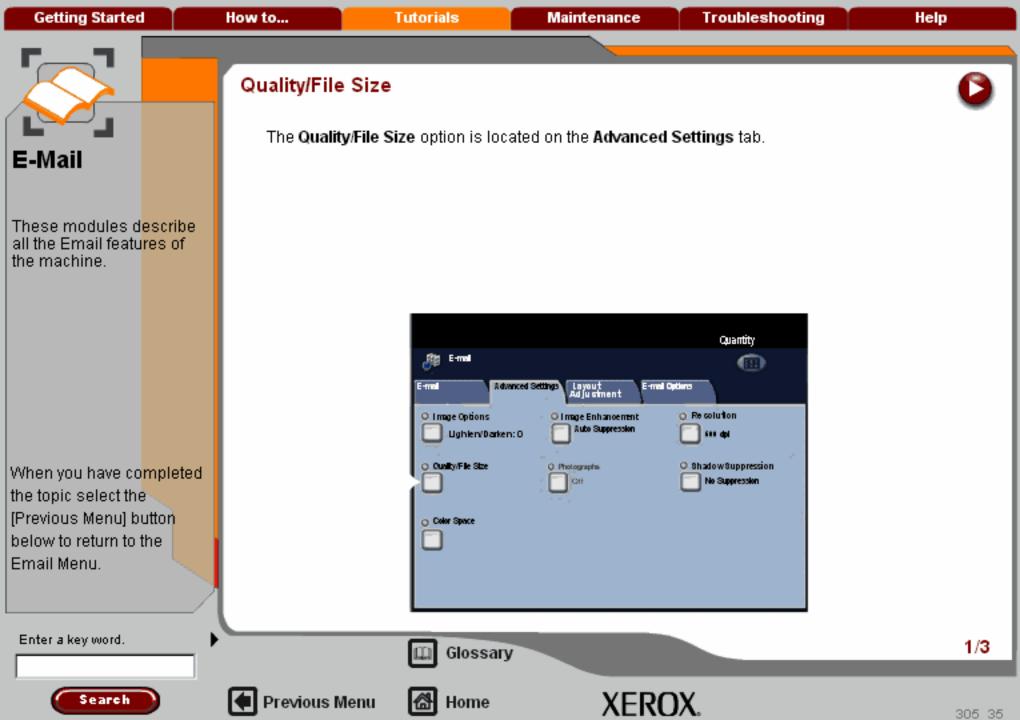
Advanced Settings>>> > > > >













When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Search

Quality/File Size

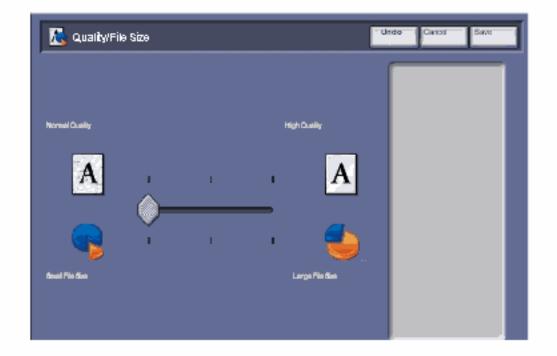






The **Normal Quality** option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The **High Quality** option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.



Enter a key word.



Glossary



Previous Menu





When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

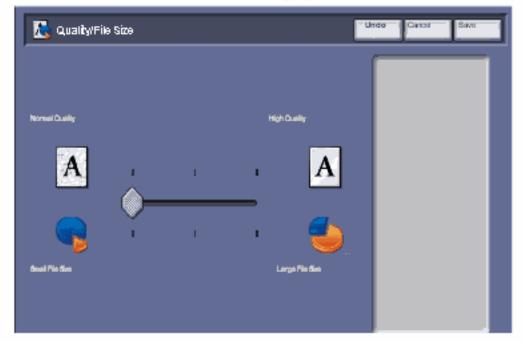
Quality/File Size



The **Normal Quality** option produces smaller files with good image quality. Small files are better for sharing and transmitting over the network.

The **High Quality** option produces the largest files with maximum image quality. Warning: Large files are not ideal for sharing and transmitting over the network.

This feature is unavailable when the Color Scanning option is set to Black and White.



Enter a key word.



Glossary



Previous Menu



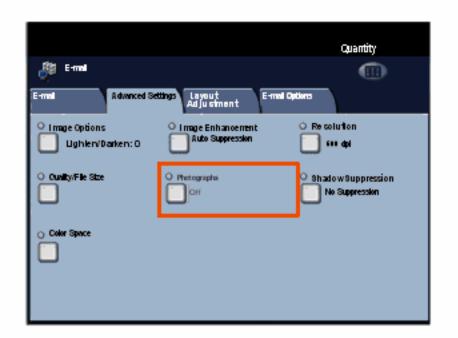


When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Photographs

The Photographs option provides the optimum scan for photographs on color photographic paper.

Select the Photograph option and select **Off** or **Enhance Photographs**. This function is valid only in color mode. Photographs cannot be designated when the color scanning mode is Auto, Grayscale, or Black and White.



Enter a key word.

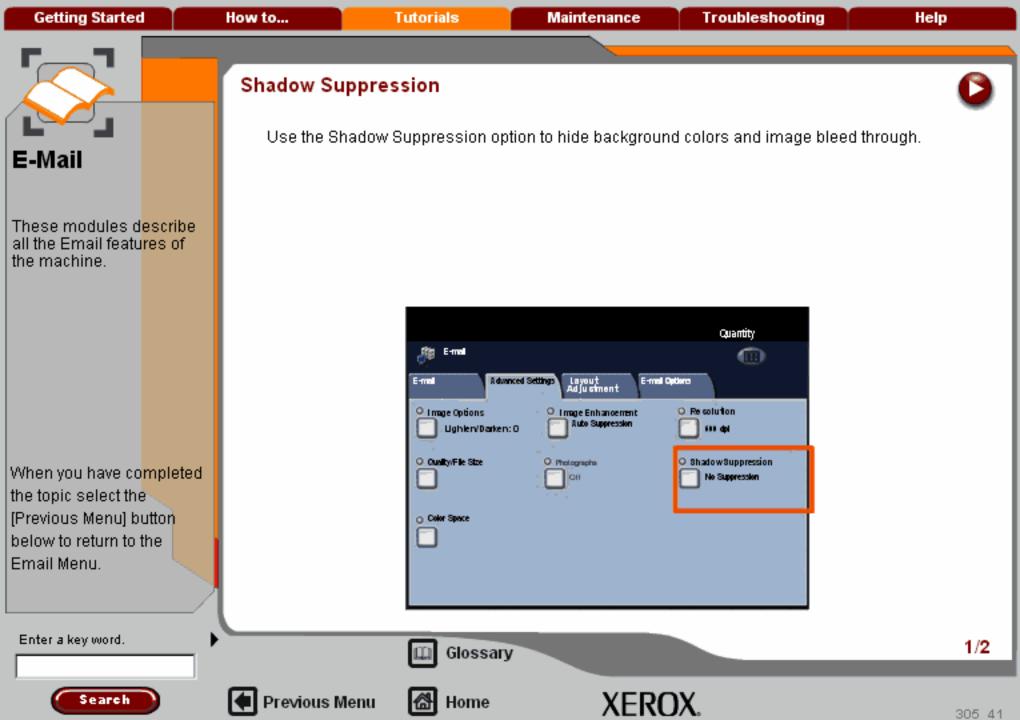
Search

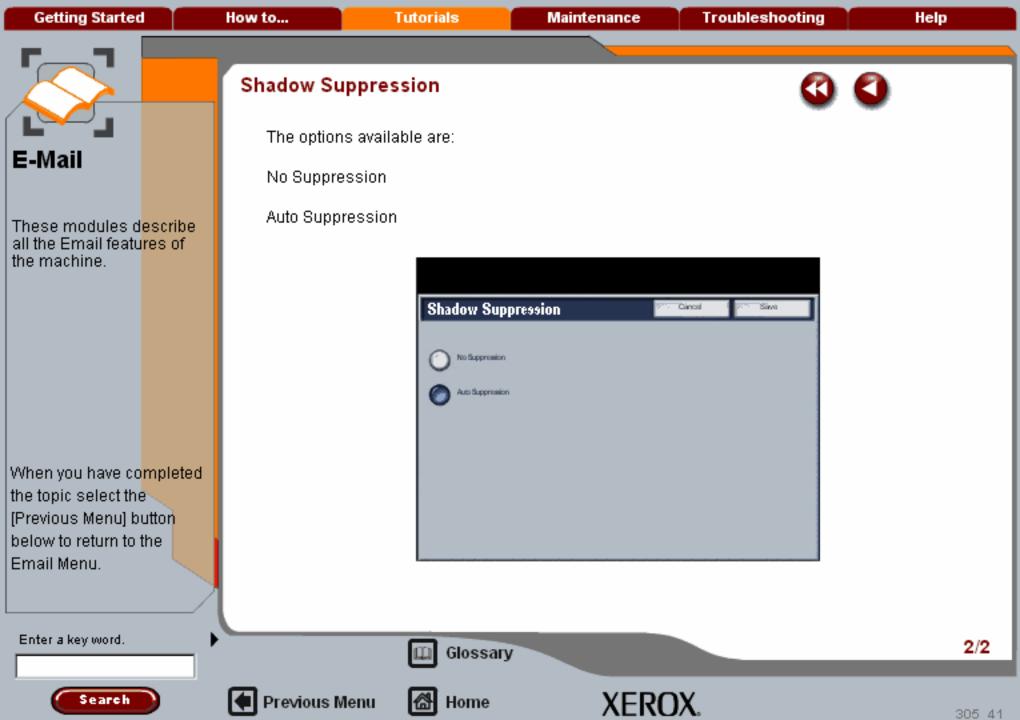


☐ Glossary











When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Advanced Settings

Image Options

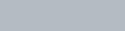
Use the Image Options settings to adjust the image quality applied to the scanned document. There are two features associated with Image Quality; **Lighten/Darken** and **Sharpness**.

The Image Options are set from a button on the Advanced Settings tab.



Enter a key word.

Search



Previous Menu









When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Advanced Settings

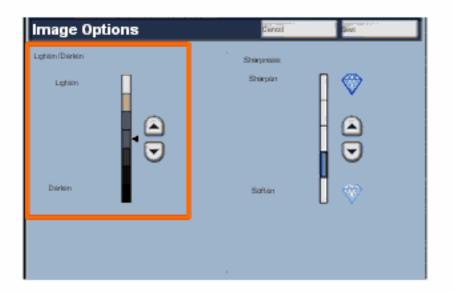






Image Options

Lighten/Darken provides manual control to adjust the lightness or darkness of the scanned images. Press the down scroll button to darken the scanned image, from light originals such as pencil images. Press the up scroll button to lighten the scanned image, from dark originals such as half tones or originals with coloured backgrounds.



Enter a key word.



Previous Menu

Glossary



Home





When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Advanced Settings



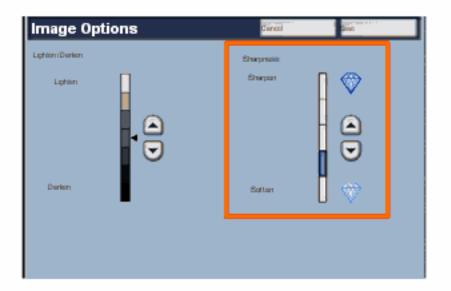


Image Options

Sharpness this feature controls the balance between sharp text and moiré (patterns within the image).

Move the slider control down (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images).

Move the slider control up (Sharpen) to produce an image with better quality text or line art.



Enter a key word.



Glossary



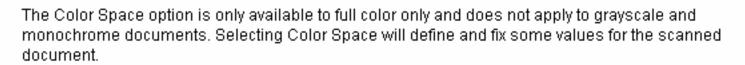
Previous Menu



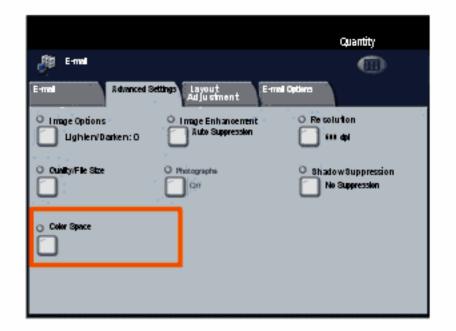


When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Color Space



This option is only available is enabled in System Settings by the System Administrator.



Enter a key word.



Previous Menu









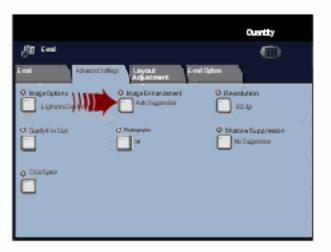
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Advanced Settings

Image Enhancement

Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement; **Contrast** and **Background Supression**.

The **Contrast** feature controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original, while higher contrast settings produce vivid blacks and whites for sharper text and lines, but less detail in pictures.



Enter a key word.



Glossary



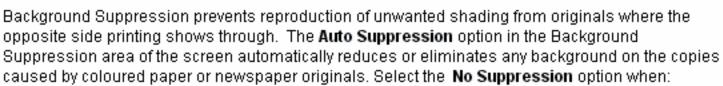




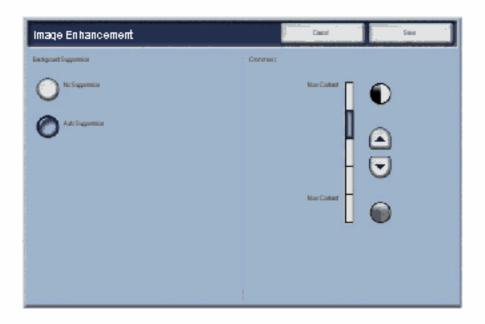
When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Advanced Settings





- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or coloured border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.



Enter a key word.



Glossary



Previous Menu

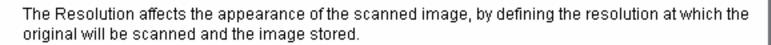




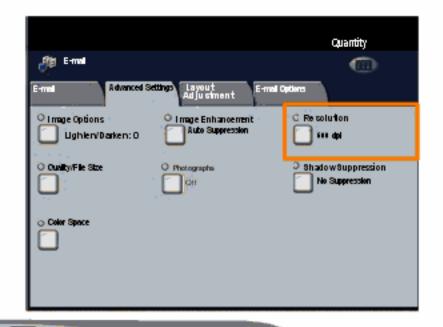


When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Resolution



The higher the scanning resolution, the better the image quality, although a larger image file is created.



Enter a key word.

Search



Previous Menu









When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.

Resolution



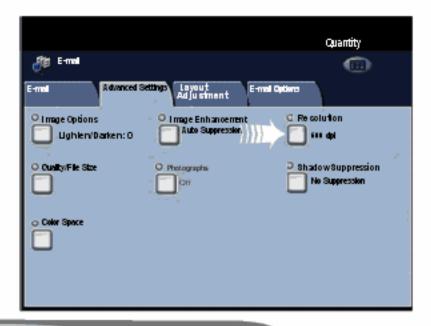




The Resolution is set from a button on the Advanced Settings tab.

When you have made your selection you must select Save so that you can program any other features you may require from the control panel.

Access the Resolution settings by selecting the **Advanced Settings** tab and the **Resolution** button.



Enter a key word.



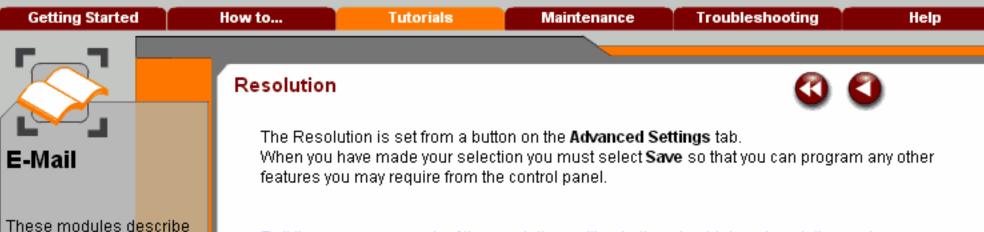
Glossary



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Roll the cursor over each of the resolution setting buttons to obtain a description and a recommendation on when to use them.



When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Email Menu.

Search

all the Email features of

the machine.

Enter a key word.







Getting Started How to... Tutorials Maintenance Troubleshooting Help



Print

These tutorials explain how to access information about the print features of your machine. There are so many print drivers that this program cannot explain all the features but each driver has a comprehensive Help function. The Driver topic will help you access the Help function in the print driver you are using.

Introduction

Print Drivers

Remote Printing









Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

Introduction



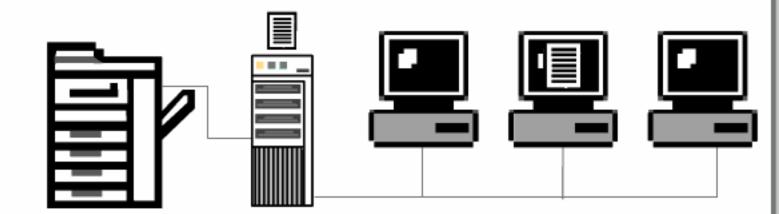


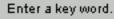
Your Xerox printer will produce high quality prints from your electronic documents. However, the advanced print features of this machine will enable you to create professionally finished documents at the click of a mouse button.

For example you can:

- Publish your prints as booklets
- Put covers onto your prints
- Automatically staple or drilled
- Produce sets of transparencies with dividers ready for a presentation

... and many more features that will take the strain out of printing.















When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

Introduction

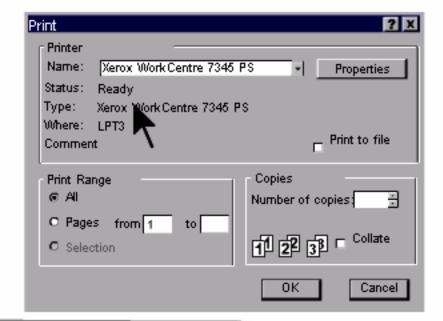






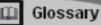


You access the printer from your PC application in the normal way through a print driver. A print driver converts the code contained in an electronic document into a language that the printer can understand. While you can use generic print drivers on this printer they will not enable all the features. This is why you should use the print drivers that accompany this printer.



Enter a key word.





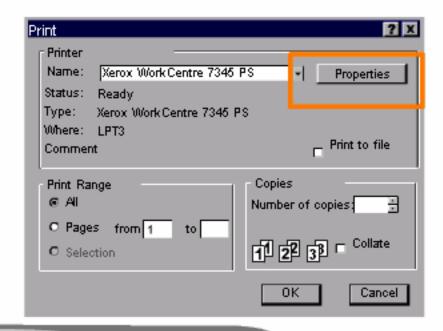


Previous Menu





This concludes this introduction to printing.



When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the P<mark>rint</mark> Menu.

Search

These modules d<mark>escribe</mark> all the Print features of the

machine.

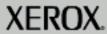
Enter a key word.



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Home





machine.

These modules describe

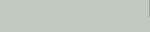
all the Print features of the

Print Drivers



When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

Enter a key word.

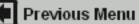


Glossary

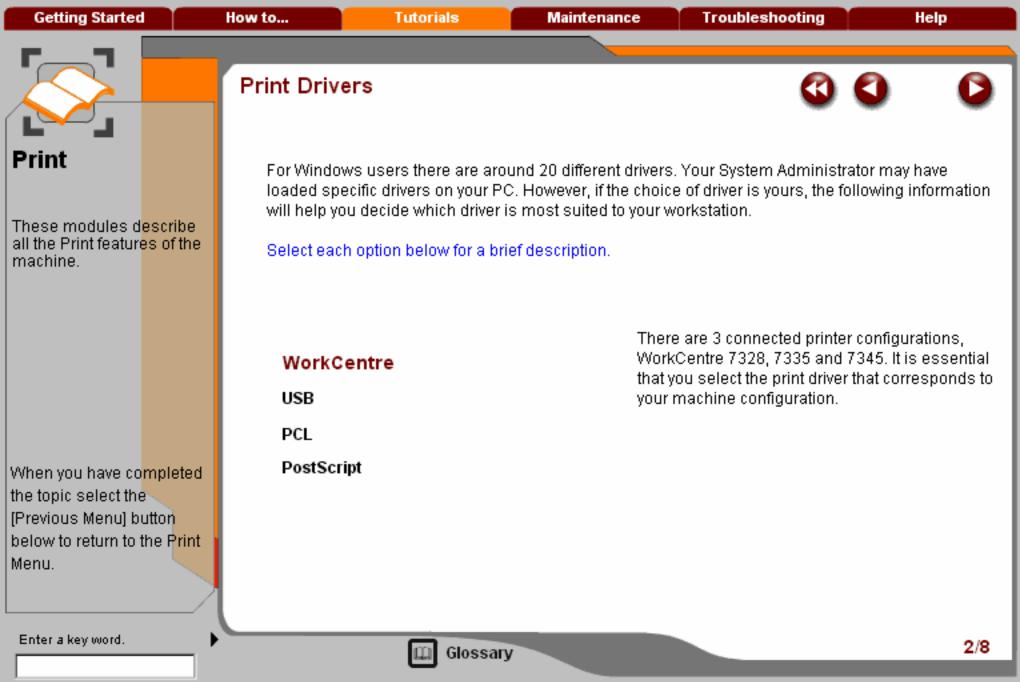
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Search







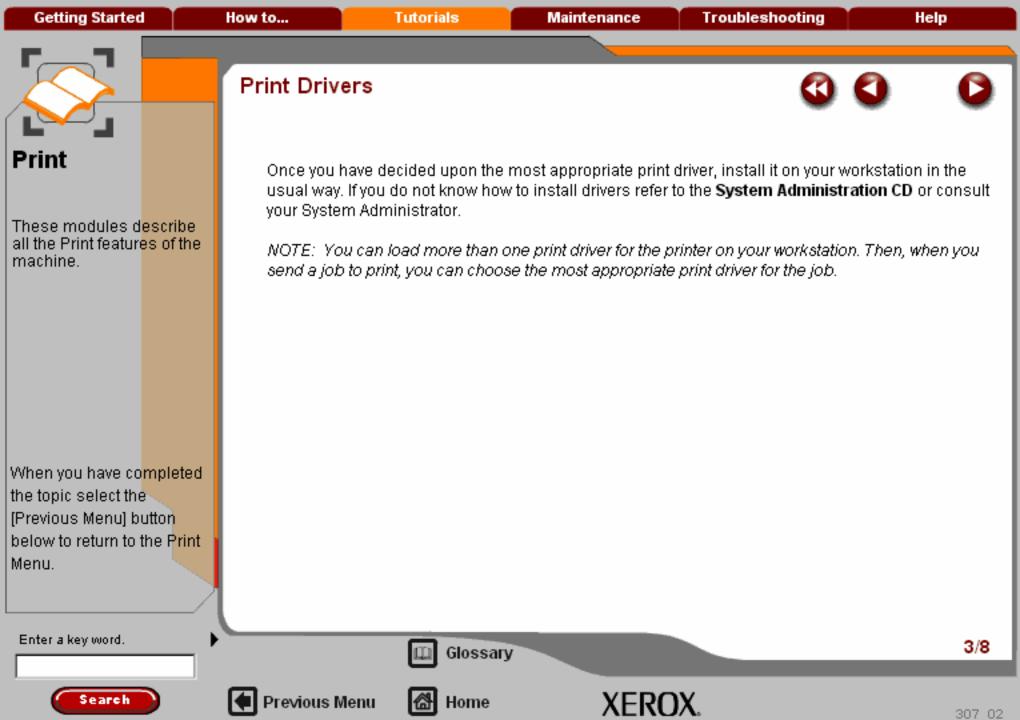






Search









The **Print Driver User Guide** is located on the Print Driver CD in PDF format. The guide contains detailed information and instructions about all the printing features. If you copy the appropriate PDF to your workstation you will have the information on hand when you need it.





Enter a key word.

the topic select the

Menu.

[Previous Menu] button below to return to the Print

These modules d<mark>escribe</mark> all the Print features of the

When you have completed

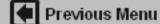
machine.



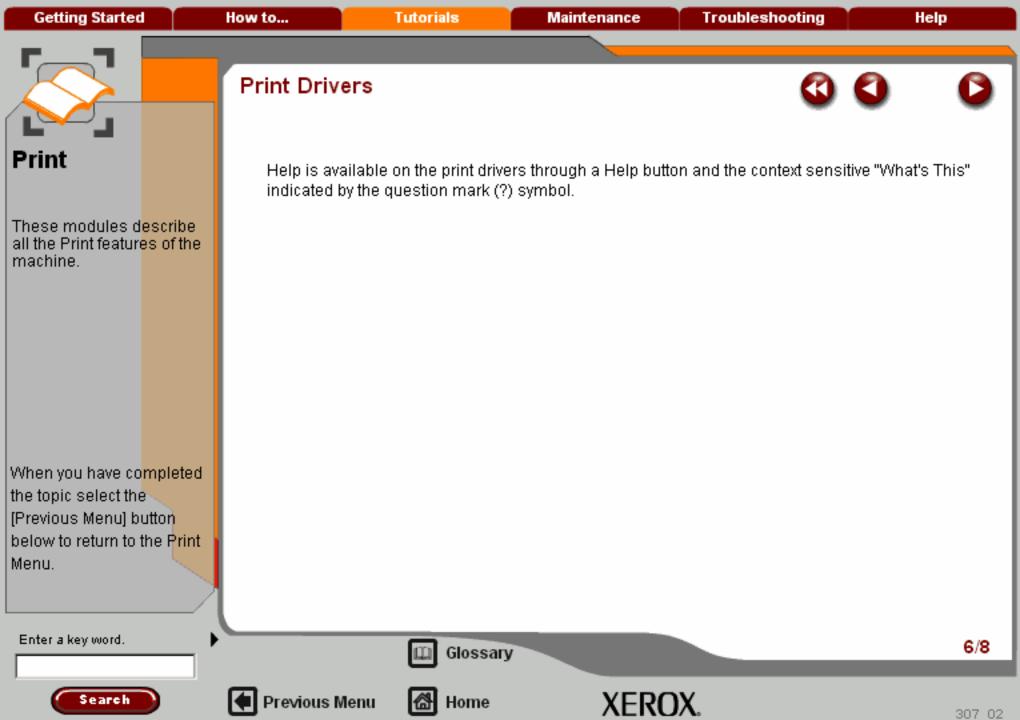
Glossary

XEROX.

Search







Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the P<mark>rint</mark> Menu.

Search

If you are using a Windows platform now and already have the drivers loaded on this workstation you can try out the Help feature.

- 1 Click on the print button at the top of the screen. A Print window will be displayed.
- 2 Select the Xerox WorkCentre print driver from the Printer Name drop down menu. If you do not know which one to choose ask your System Administrator. It may have been renamed.
- 3 Click on the **Properties** button. The driver properties window will be displayed.

Use both the **Help** button and the **?** help symbol to locate information. Try them out on various tabs in the properties window.

When you have seen all you want, **Cancel** out of the Properties window and the Print window and continue on to the next screen.

Enter a key word.



Glossary



Previous Menu







Print

These modules describe all the Print features of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the P<mark>rint</mark> Menu.

Remote Printing



A useful printing feature which enables you to send documents to the printer when you are remote from your office or intranet. The machine contains a web site (Internet Services) that you can access from anywhere in the world using its IP address, as long as you have remote access rights to your intranet.

The document must be in either a PDF format or a postscript (print file) format.



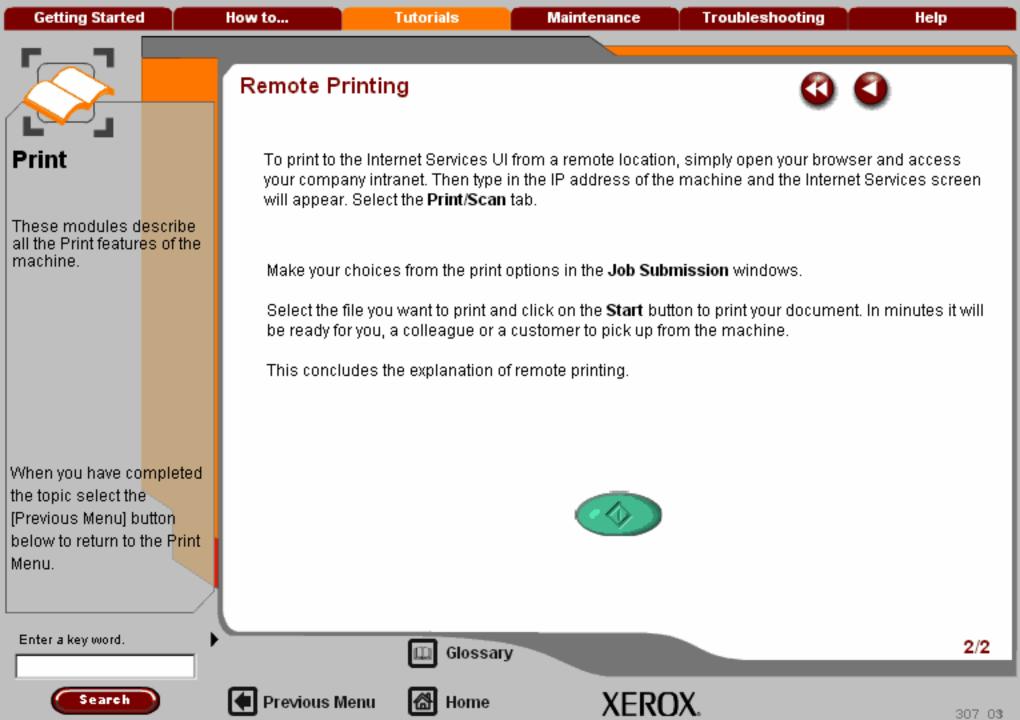
Enter a key word.



Glossary

XEROX.





Getting Started How to... Tutorials Maintenance Troubleshooting Help



Finishing Options

These tutorials explain the finishing features of the machine.

Your machine will only have one of the finishing options so choose the topic related to the finishing device attached to your machine.

Center Tray

Office Finisher

Advanced Office Finisher

Professional Finisher (with Booklet Maker)









Finishing Options

This topic describes the finishing features on your machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Finishing options

Center Tray

Your copies will be delivered to the Center Tray face down, collated or uncollated.

Each set or stack will be offset from the previous set or stack to enable you to separate them more easily.

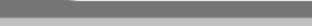


Enter a key word.



Glossary







Finishing Options

This topic describ<mark>es the finishing features on your machine.</mark>

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Finishing options

Office Finisher

This output device provides a wide range of finishing options.

The finisher will collate, stack, and staple your output. The Right Side Tray is capable of receiving 1000 sheets of paper. Multiple sets can be offset for easy separation.









These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Enter a key word.

Finishing options

Advanced Office Finisher

This output device provides a wide range of finishing options.

The Right Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Right Bottom Tray is used for offset and/or stapled output, and can hold up to 1500 sheets. Both trays can be used for hole punched output (optional).





Previous Menu









These modules d<mark>escribe</mark> all the copy featur<mark>es of the</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Copy Menu.

Search

Enter a key word.

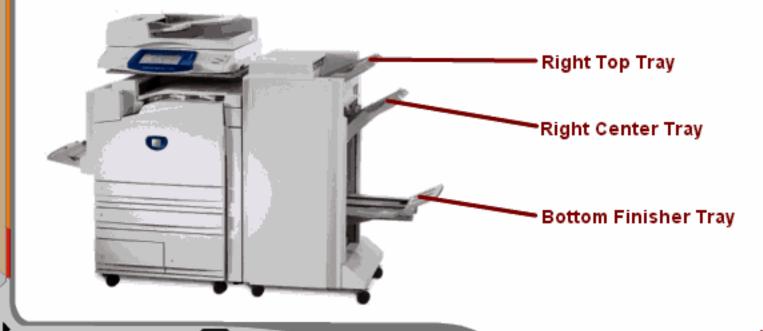
Finishing options

Professional Finisher (with Booklet Maker)

This output device provides a wide range of finishing options.

The Right Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Right Center Tray is used for offset and/or stapled output, and can hold up to 1500 sheets. Both trays can be used for hole punched output (optional).

The Bottom Finisher Tray is used for receiving saddle-stapled booklets.









Getting Started How to... Tutorials Maintenance Troubleshooting Help



Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

Trays 1 and 2

Trays 3 and 4

Bypass Tray

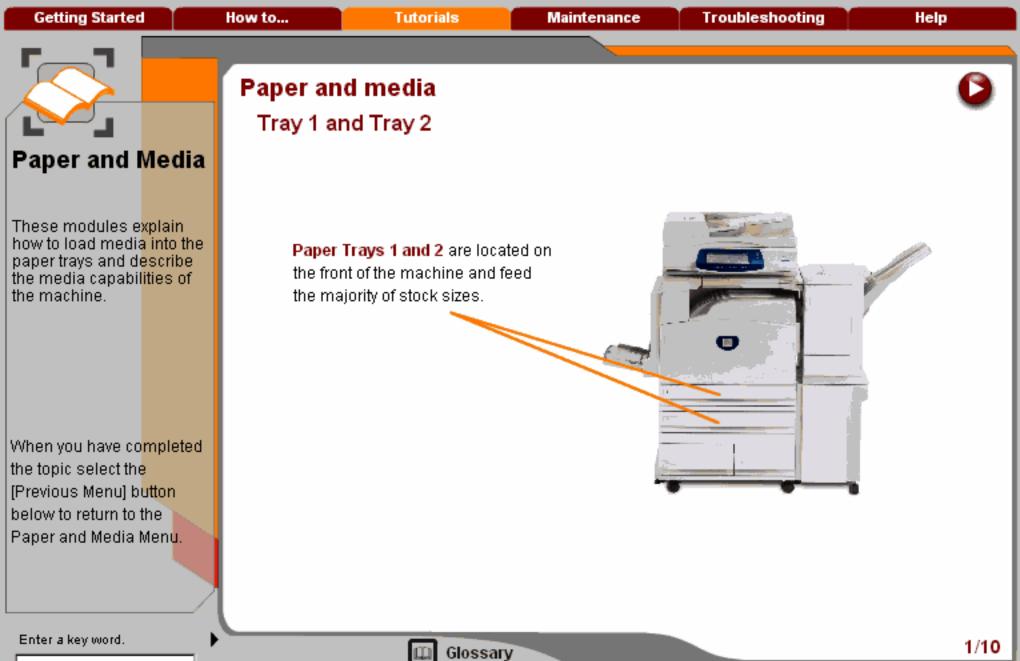
Stock Types >>>

Storage and Handling

Stock and Tray Selection







Search









These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media









Tray 1 and Tray 2

Trays 1 and 2 are identical. Each tray has a capacity of 520 sheets of 20lb/80gsm paper. The trays are pulled out by the operator for loading.

Caution

A paper jam may occur if a tray is opened while it is being used to feed stock.



Enter a key word.

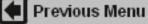


Glossary















These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Tray 1 and Tray 2

The trays accommodate paper from 55gsm to 220gsm and are fully adjustable for all stock sizes in the range 5.5"x8.5"/A5 SEF to 11"x17"A3 SEF.

These trays **cannot** be used for labels, envelopes, lightweight stock, or tabbed stock.

Transparencies should be loaded with the white strip down and on the trailing edge.

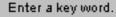
Stock can be loaded either long or short edge feed (portrait or landscape).

















Previous Menu







These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Tray 1 and Tray 2

Load pre-formatted paper, letterhead, and preprinted stock face up and with the top towards the front of the machine. Load punched paper with the holes on the trailing edge.

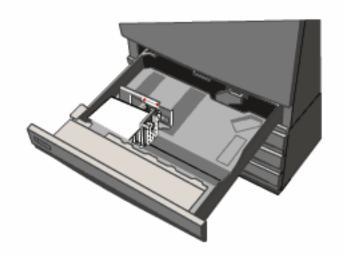
Ensure that the stock edges touch the front and left edges of the tray.







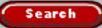






Glossary

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Enter a key word.











Getting Started How to... Tutorials Maintenance **Troubleshooting** Help



Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Tray 1 and Tray 2

The paper guides in the trays must be adjusted so that they touch the stock.

To position the right side guide, squeeze the clamp mechanism and slide the guide to touch the edge of the stock.

To position the rear guide, squeeze the clamp mechanism and slide the guide to touch the rear edge of the stock.

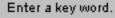


















Previous Menu









These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Search

Paper and media







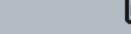
Tray 1 and Tray 2

Your machine uses a system of programmable settings to manage the trays and stock. These settings are established by your Machine Administrator.

Depending on which setting the tray is set to determines whether a user can change the programmed stock attributes of size, orientation, type and colour.



Enter a key word.





Glossary







When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

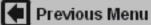




paper trays and describe the media capabilities of

Search

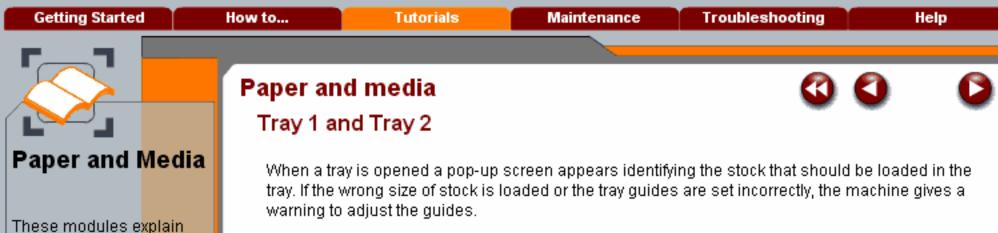
the machine.





Home







When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

how to load media into the paper trays and describe the media capabilities of

the machine.

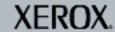
Search

Enter a key word.





Glossary









These modules e<mark>xplain</mark> how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Trays 3 and 4

In some configurations, Trays 3 and 4 are an optional unit consisting of two high capacity trays.

When fitted they are intended to be the primary feeder for the most commonly used stock. They have a large capacity to reduce the frequency of operator loading.



Enter a key word.

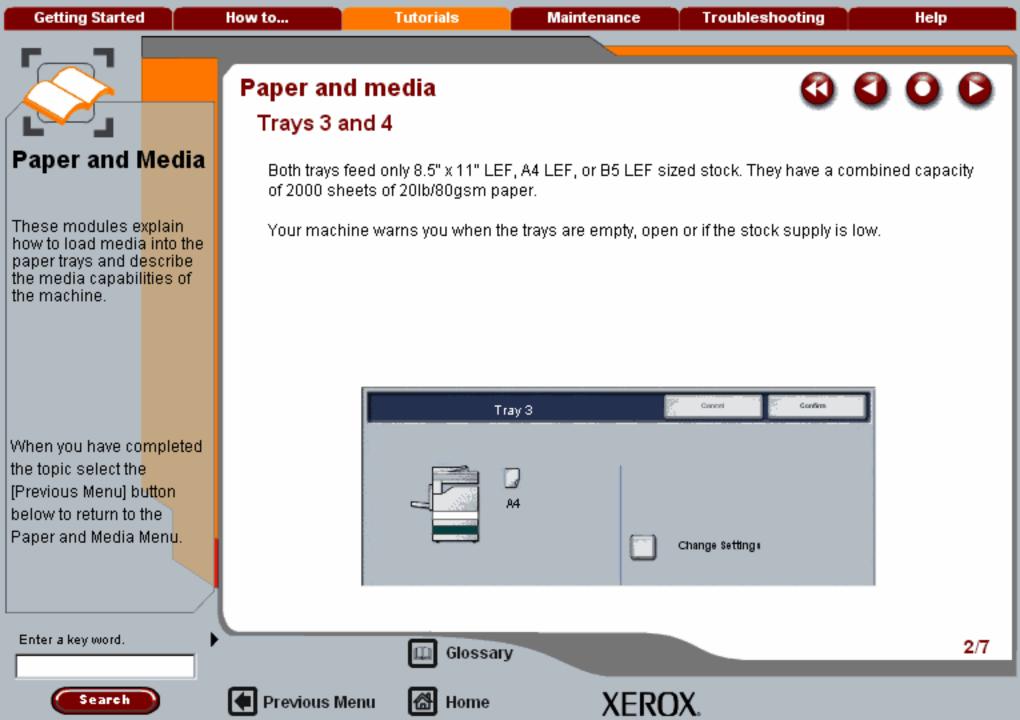


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Previous Menu







These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media



The trays are pulled out for operator loading.

Opening a tray automatically lowers an elevator in the base of the tray.









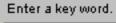




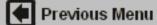
Glossary

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These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Trays 3 and 4

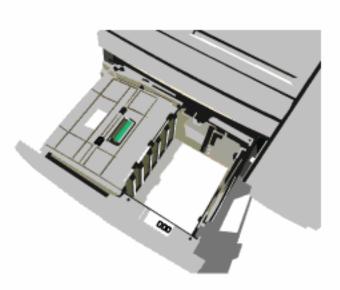
Load pre-formatted paper, including letterhead and pre-printed stock, face up and with the top towards the front of the machine. Load drilled paper with the holes on the trailing edge. You cannot use these trays for labels, envelopes or tabbed stock.

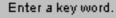




















These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media



Load pre-formatted paper, including letterhead and pre-printed stock, face up and with the top towards the front of the machine. Load drilled paper with the holes on the trailing edge. You cannot use these trays for labels, envelopes or tabbed stock.

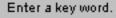


















Previous Menu



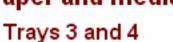




These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media



When the tray is closed the elevator rises to feed the stock.

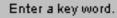
The time it takes the elevator to fully rise is used to determine the amount of paper in the tray.

















Previous Menu







These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Trays 3 and 4

The trays do not automatically measure the size of stock loaded in the trays.

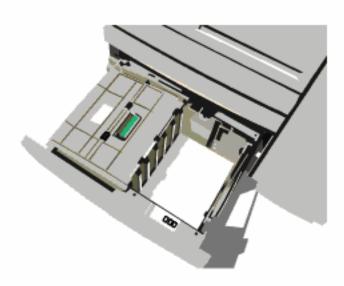
NOTE: Your machine will not warn you if the wrong sized stock is loaded.













Glossary

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Enter a key word.

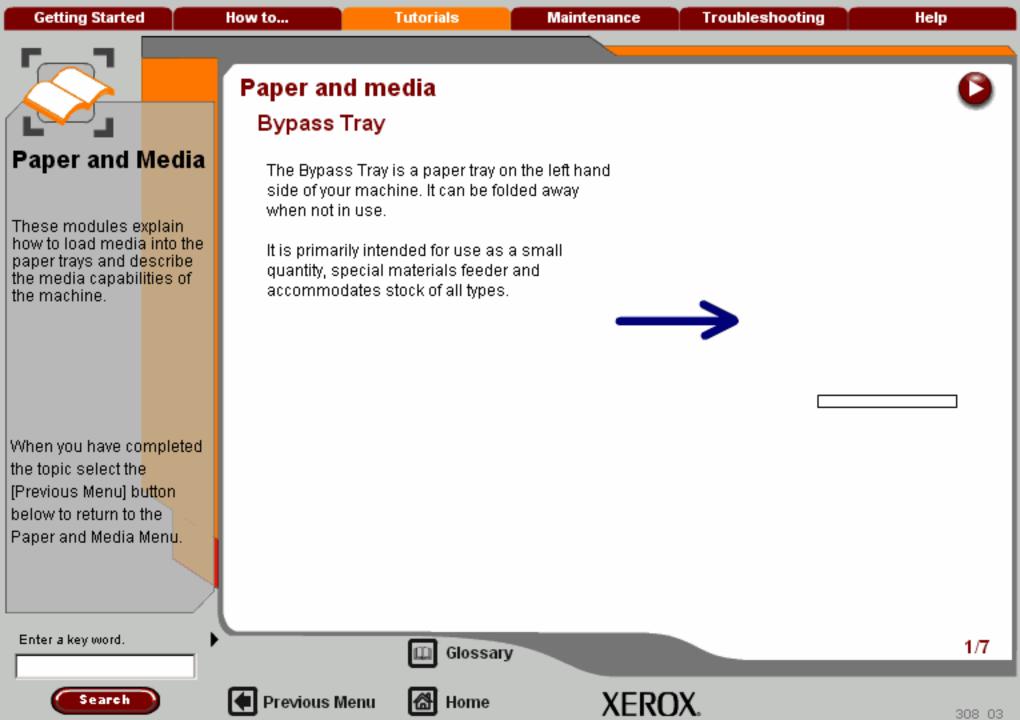














These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Bypass Tray

The Bypass Tray is a paper tray on the left hand side of your machine. It can be folded away when not in use.

It is primarily intended for use as a small quantity, special materials feeder and accommodates stock of all types.



Enter a key word.



Glossary







Getting Started How to... Tutorials Maintenance Troubleshooting Help



Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Bypass Tray

The tray accommodates paper of weights between 55gsm to 220gsm.

Stock can be loaded either long or short edge feed (portrait or landscape).

NOTE: The Bypass Tray is only 12" wide, so some paper sizes must be SEF.

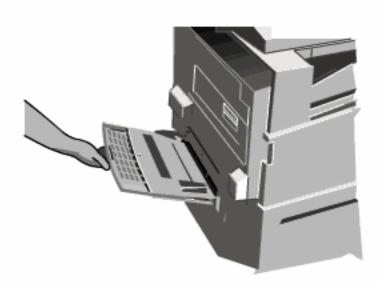
When lowered, the Bypass Tray can be extended to support longer length stock.

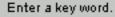














Glossary



Previous Menu







These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] b<mark>utton</mark> below to return to the Paper and Media Menu.

Paper and media



The Bypass Tray accommodates all types of stock in a range of sizes between 4.13"x5.83" and 12"x19" and has a capacity of approximately 100 sheets of 20lb/80gsm paper or a maximum stack height of 0.4".

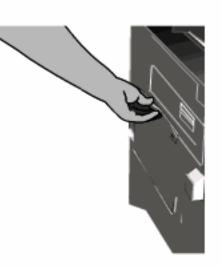
Envelopes should be loaded face down with the flap closed and on the leading (right) edge.
White strip transparencies should have the strip facing up and on the trailing (left) edge.
Hole punched paper should have the holes on the trailing (left) edge.

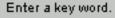


















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Getting Started How to... Tutorials Maintenance Troubleshooting Help



Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Bypass Tray

Locate the sheet(s) against the front of the tray and move the rear guide to touch the rear of the sheet(s).

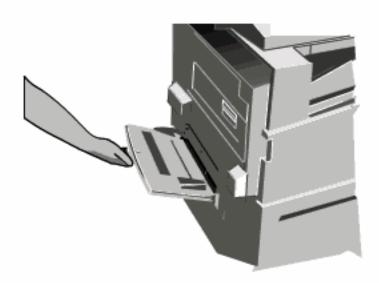
The Bypass Tray detects the position of the side guide to determine the size of the stock.

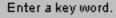














Glossary



Previous Menu

Home





These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

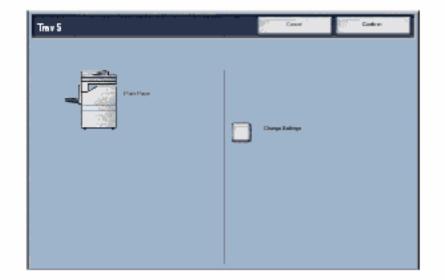






Bypass Tray

When stock is loaded into the Bypass Tray, a pop-up window appears asking you to change or confirm the type and size of the stock. The tray will not be ready for use until you change or confirm the size, colour and type of stock.



Enter a key word.



Glossary



Previous Menu

Home





These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media



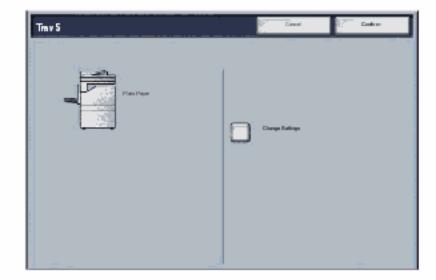




Bypass Tray

Your machine also alerts you if the Bypass Tray is selected for a print job where the stock selected does not match the stock currently loaded.

It also warns you if the Bypass Tray runs out of stock during a job.



Enter a key word.



Glossary







Getting Started How to... Tutorials Maintenance Troubleshooting Help



Paper and Media

In this tutorial you will learn about the different types of stock and stock sizes that can be used on your machine, the trays available and the types and sizes of stock that can be fed in each tray.

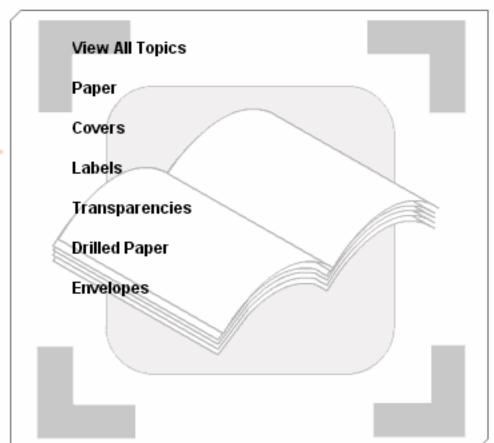






Storage and Handling

Stock and Tray Selection











These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Search

Stock Type

Different types of stock can be used on your machine.

This topic will show the different types of stock available for use and how to load them.

- > Paper
- > Covers
- > Labels
- > Transparencies
- > Drilled Paper
- > Envelopes



Enter a key word.



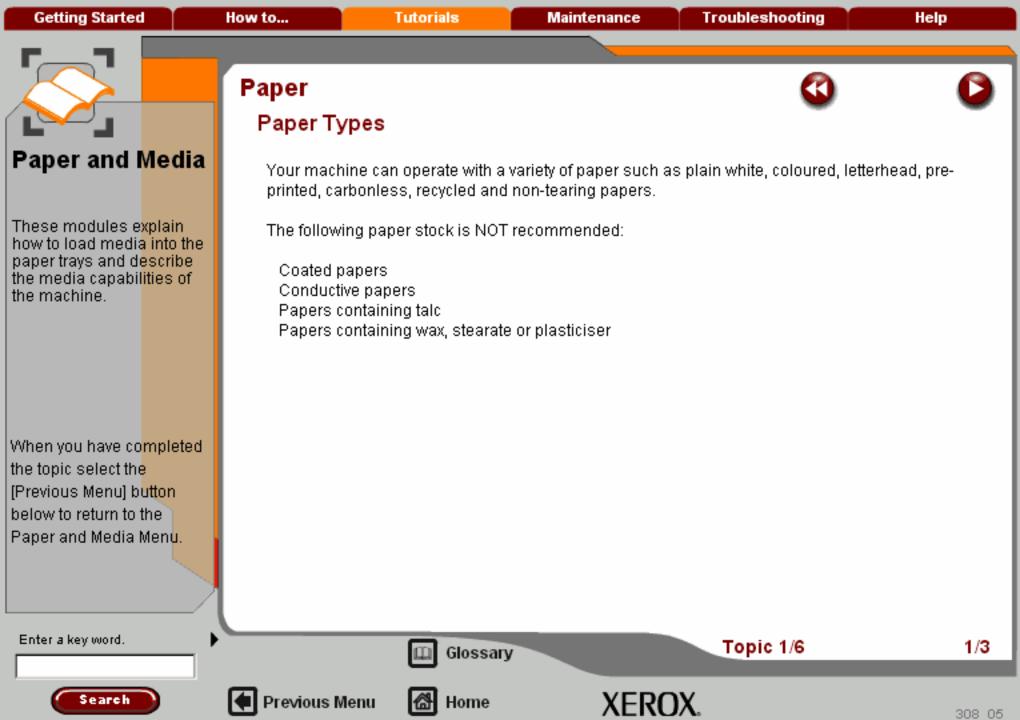
Glossary



Previous Menu









These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper







Coloured Paper/Non-tearing Papers

Coloured paper and card is available in a wide range of shades. Colour is most effective when used sparingly. Examples of applications that can automatically insert coloured stock are covers, inserts and transparency separators.

Non-tearing paper is coated with a polyester film that is waterproof, soil resistant and is extremely difficult to tear. Non-tearing paper is a good choice for important documents that are handled frequently.

Non-tearing paper may arrive at the output tray coated with a thin film of oil. This occurs because the surface is completely non-absorbent. This film can be easily removed with a lint free cloth.

Enter a key word.



Glossary

Topic 1/6

2/3

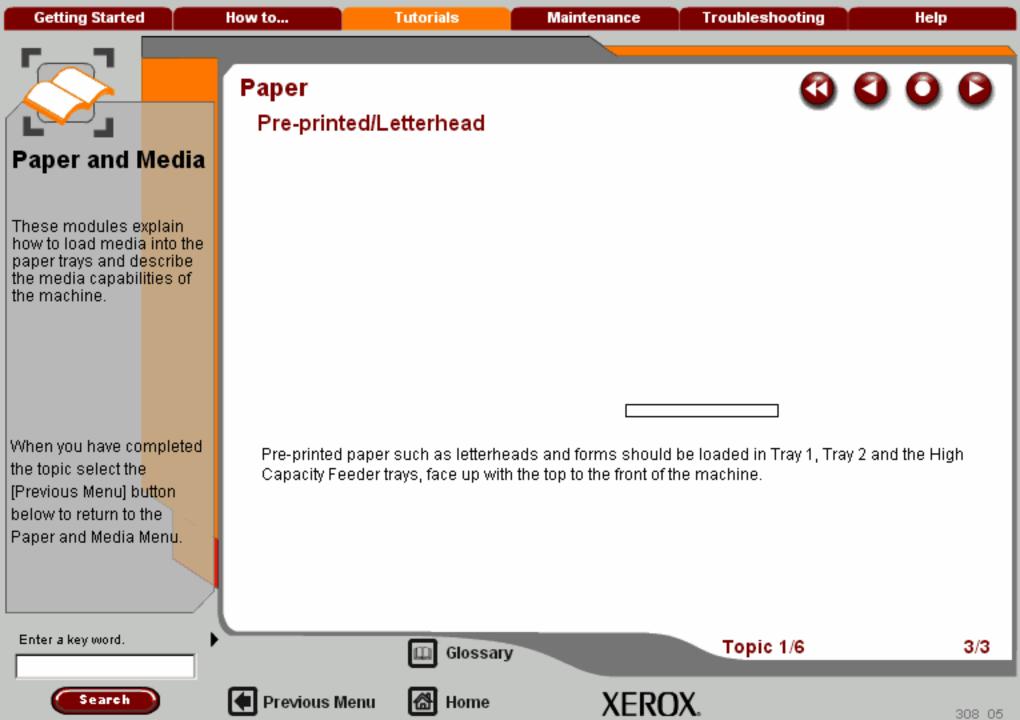














Cover stock is ideal for posters, calendars, report covers and presentation proofs.

Covers should be loaded in the Bypass Tray face down.

Be sure to select **Heavyweight** (for 28lb - 45lb bond and up to 90lb index) or **Extra**

[Previous Menu] button Heavyweight (for 45lb - 58lb bond and up to 110lb index) as the media type on the Touch below to return to the Screen. Paper and Media Menu.

Glossary



When you have completed

the topic select the

Enter a key word.





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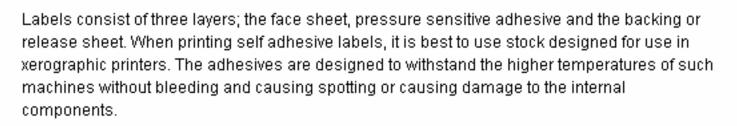


These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Labels





Dry gum labels (those that require moistening before being applied) can cause dry particles of glue to detach from the backing and should not be used.

The label stock should be left in the printing environment for 72 hours before using it in the printer to allow it to adjust to the ambient temperature.

Leave labels sealed in their plastic wrapping until they are loaded in the printer.

Enter a key word.



Glossary

Topic 3/6

1/2

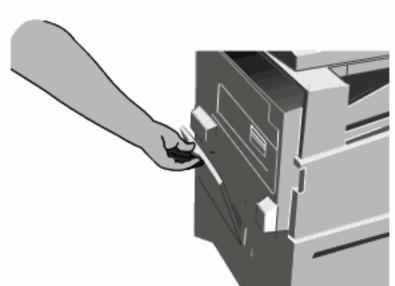












the media capabil<mark>ities of</mark> the machine.

These modules explain how to load media into the paper trays and describe

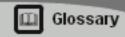
Paper and Media

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Load labels face down into the Bypass Tray only. Do NOT load labels into trays 1 to 4.

Do not fan the label sheets before use unless the package instructs you to do so. If jamming or multi-sheet feeding occurs shuffle the labels before loading.

Enter a key word.



Topic 3/6

2/2











Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Paper and Media

These modules e<mark>xplain</mark> how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Transparencies

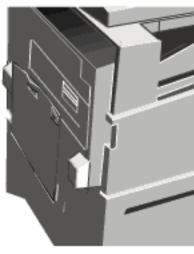












Load transparencies into the Bypass Tray face down, or into Trays 1-4 face up. Transparencies which have a white strip along one edge should be loaded into the Bypass Tray with the strip on the trailing (left) edge and on the top side of the transparencies. Load transparencies into Trays 1-4 with the strip on the trailing (right) edge and on the bottom side of the transparencies.

Be sure to select **Transparency** as the media type on the Touch Screen.

Enter a key word.



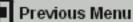
Glossary

Topic 4/6

2/3













These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Transparencies







Usage Hints

Some helpful hints for using transparencies:

Fan transparencies to stop them sticking together.

Load transparencies on top of a small stack of same-size paper.

If a coating of fuser oil remains on the transparency after printing, remove it with a lint free cloth.

If a jam occurs while a transparency is printing, ensure it is completely removed before resuming printing. The heat from the machine operation can cause the transparency to melt resulting in serious damage.

Enter a key word.



Glossary

Topic 4/6

3/3















These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Drilled Paper







Perforated Paper

Perforated papers have been pierced with one or more rows of holes to permit easy tearing or separation into sections. Perforated card stock may also be used to print sheets of tickets. Perforated forms may contain a detachable mail-back portion or a sheet that is part of a bound document may be perforated along the inside edge for easy removal.

Caution should be observed that papers with perforations can cause feeding and stacking problems if the perforations are not rolled enough to eliminate underside bulge. Jams can also occur if a full-length perforation line parallel to the paper's long side is closer than 3 inches to the leading edge of the sheet.

Enter a key word.



Glossary

Topic 5/6

2/3

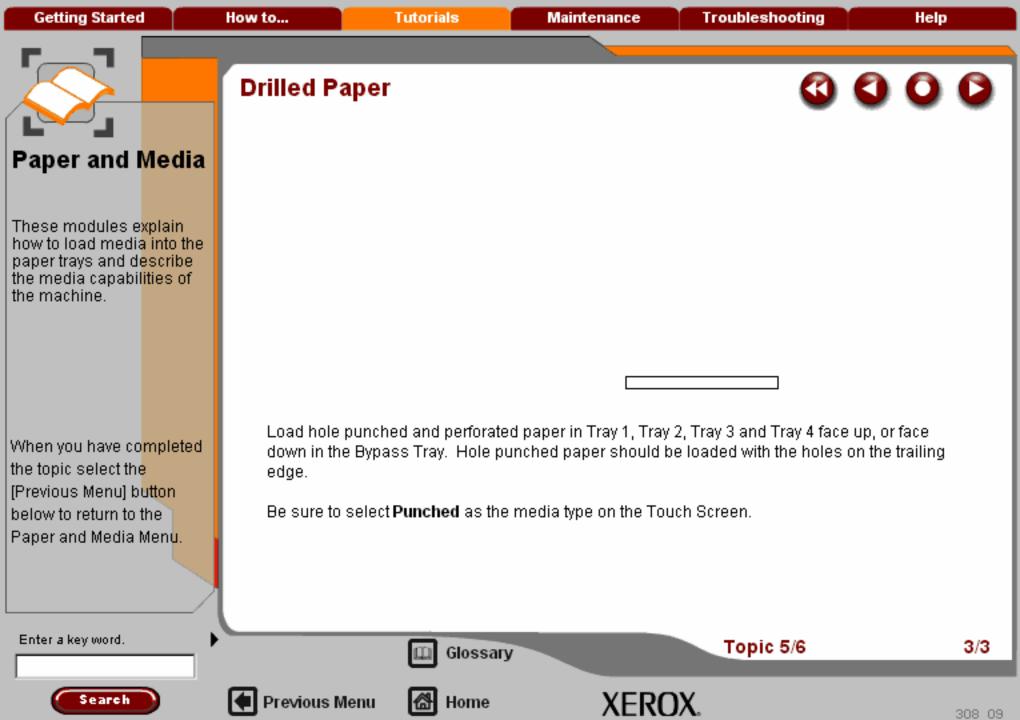




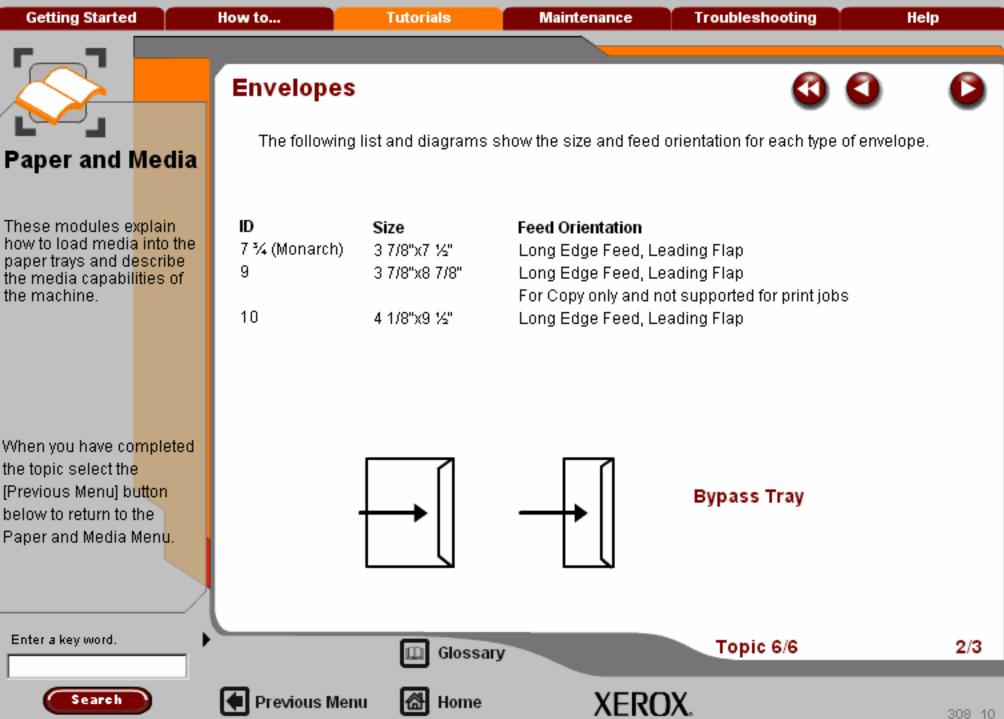


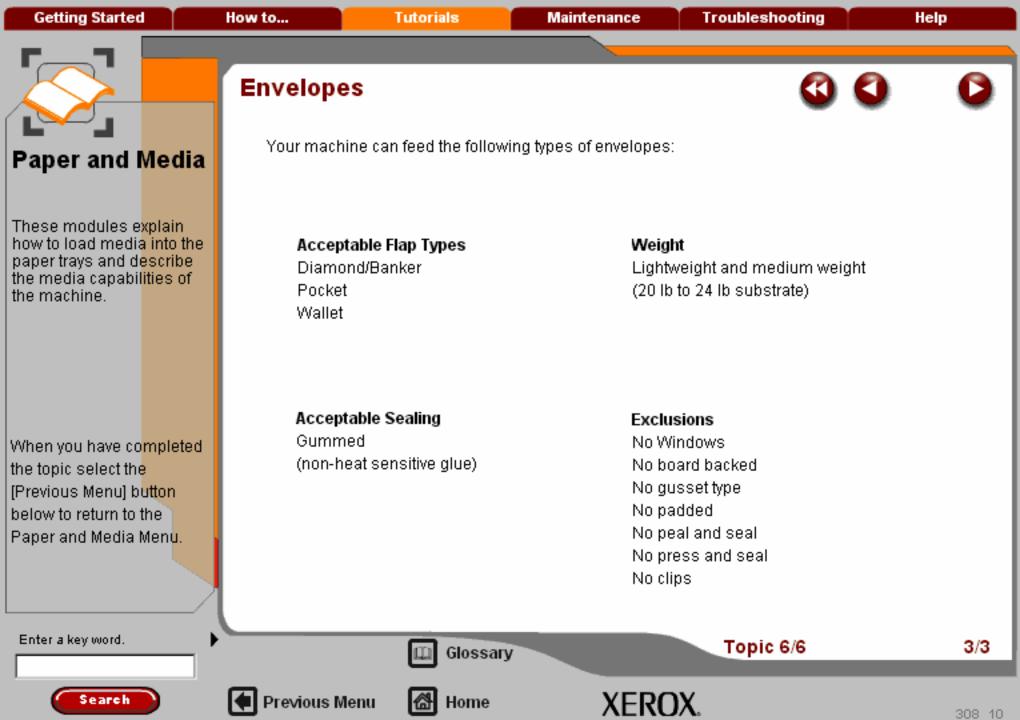


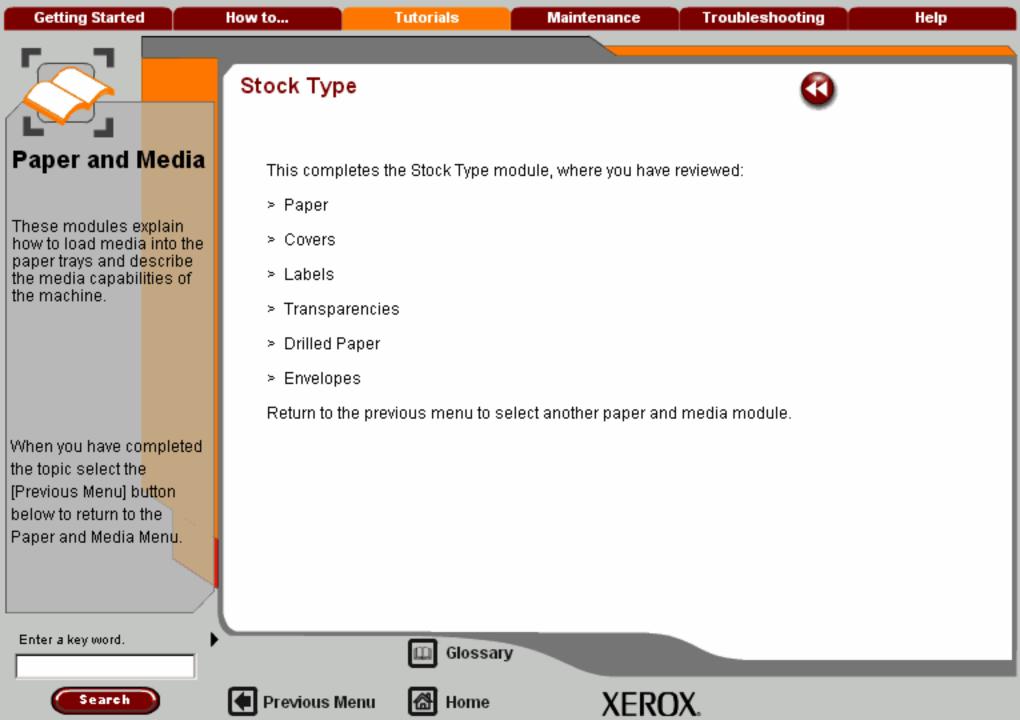














These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media

Storing of Paper Stock

It is important for optimum printing that paper stock is stored correctly. Take note of the following when storing paper stock:

Store in a low humidity area. Damp paper may cause paper jams or poor image quality.

Do not open reams of paper until they are required for use. The ream wrapper contains an inner lining that protects the paper from moisture.

Store on a flat surface to prevent the paper stock from folding or curling.

Stack reams of paper carefully on top of one another to avoid crushing the edges. Do not stack more than five reams on top of each other.

Enter a key word.



Glossary



Previous Menu





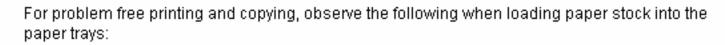


These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media





Do not use folded or wrinkled papers.

Do not load papers of varied sizes into the tray.

Fan transparencies and shuffle labels before loading to prevent jamming or multi-sheet feeding.

Fanning of paper edges is not required, but may be beneficial with certain stocks in dry environments.

Enter a key word.



Glossary



Previous Menu





Getting Started

Paper and Media

These modules explain how to load media into the paper trays and describe the media capabilities of the machine.

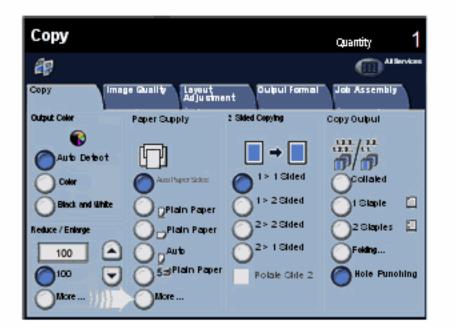
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] b<mark>utton</mark> below to return to the Paper and Media Menu.

Paper and media

Stock and Tray Selection

A user has the option to choose the size of paper or to press the "Auto Paper" button (shown selected in blue below). The Auto Paper feature automatically selects the appropriate paper size for each document based on the size of the document and any directly selected magnification ratios.

Select the More... button



Enter a key word.



Glossary















These modules e<mark>xplain</mark> how to load media into the paper trays and describe the media capabilities of the machine.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

Paper and media



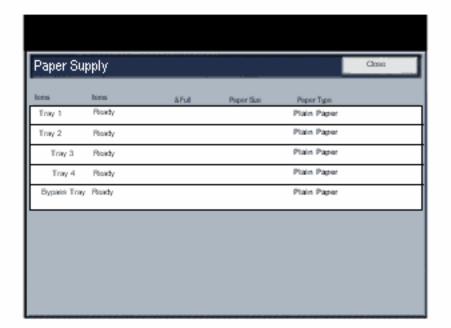




Stock and Tray Selection

The paper supply screen shows all the trays and the confirmed size and type of stock loaded in each tray. A user can select which tray to use from this list. The chosen tray is highlighted in white.

If the auto tray switching feature has been enabled by your System Administrator and the same size and type of stock is loaded in more than one other tray, including the Bypass Tray, the machine will automatically switch from one tray to the other when stock in the active tray runs out.



Enter a key word.



Glossary



Previous Menu







Getting Started How to... Tutorials Maintenance Troubleshooting Help



Auditron

This section explains what the Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.

Overview

Auditron Setup

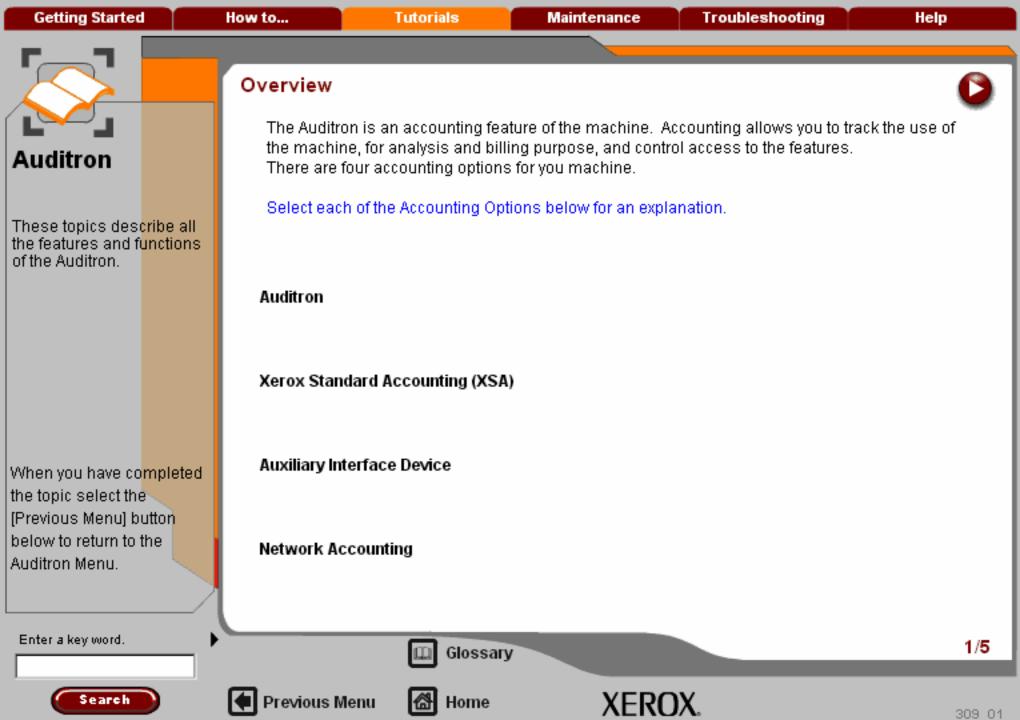
Account Management >>>

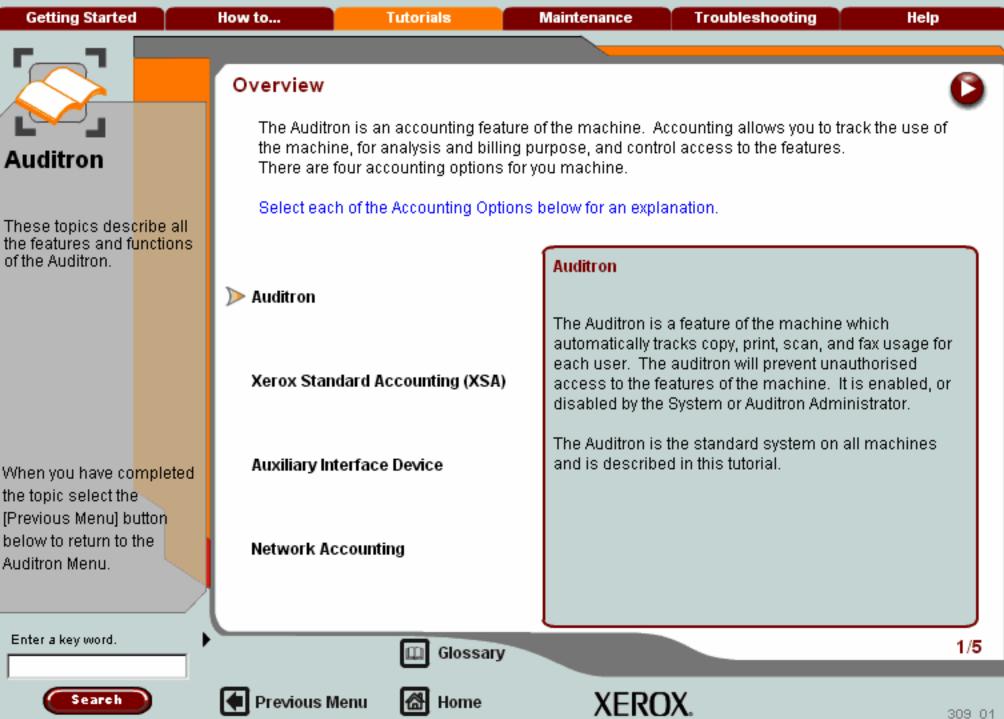
Account Data >>>

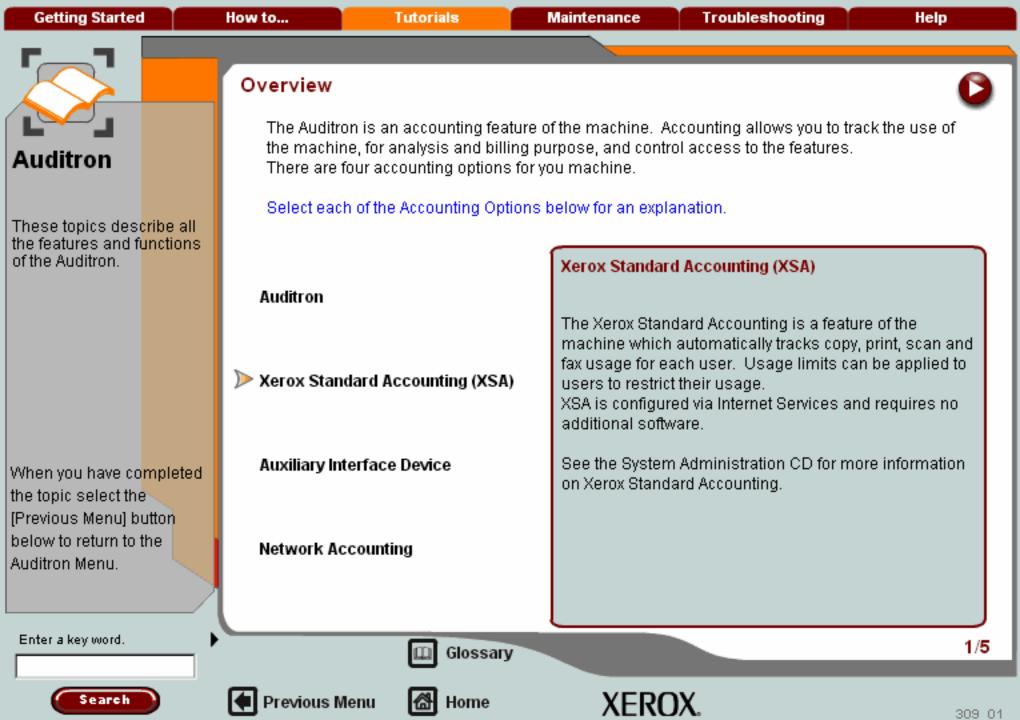


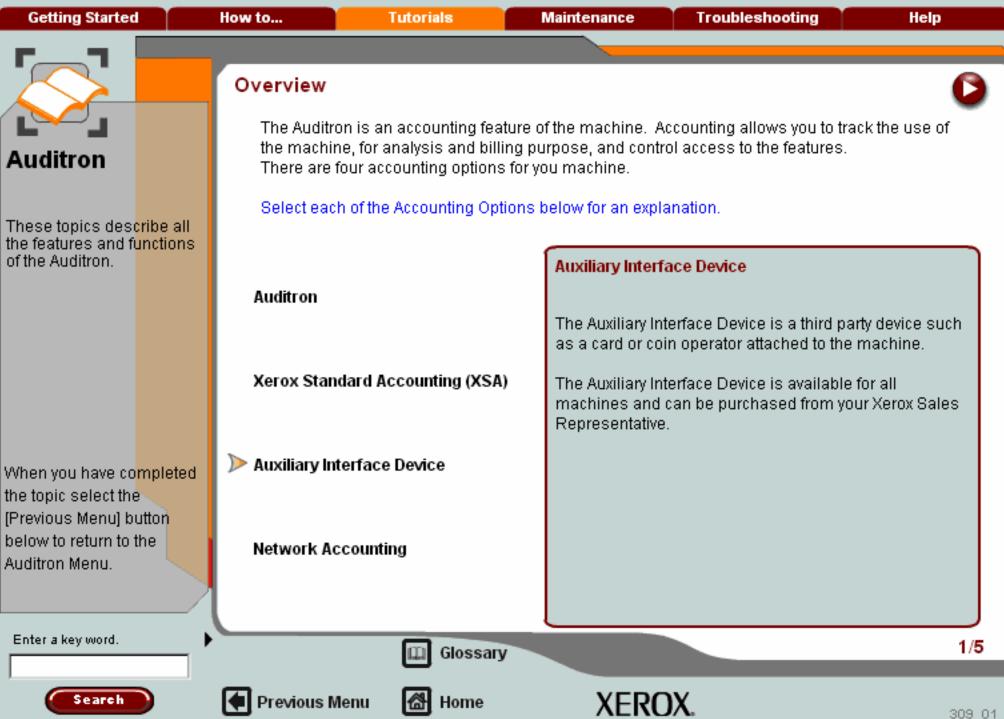


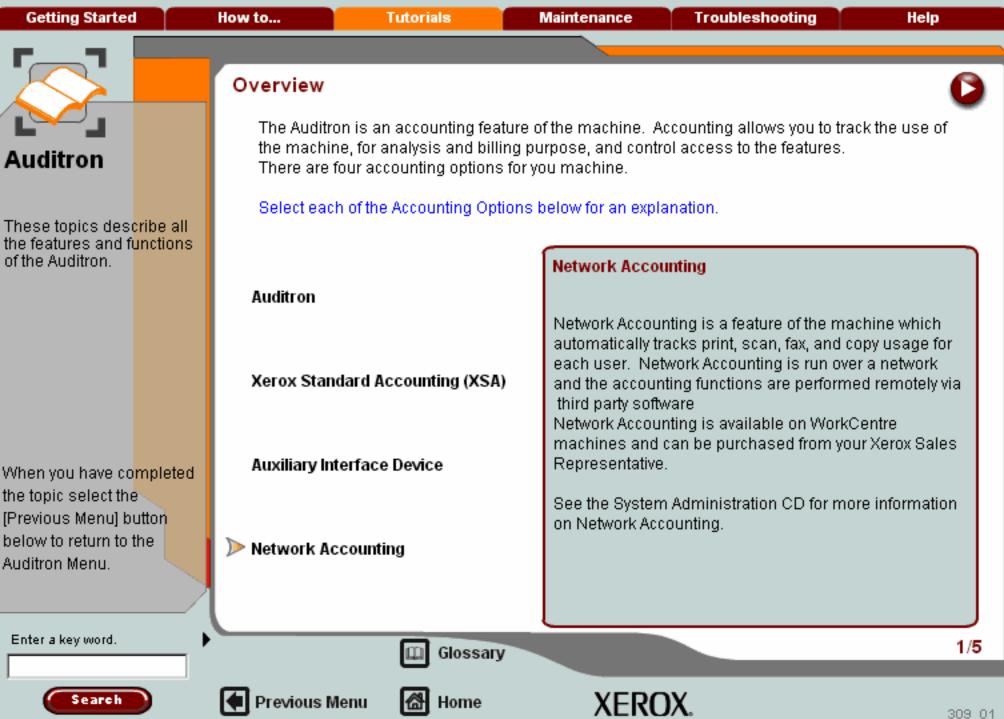


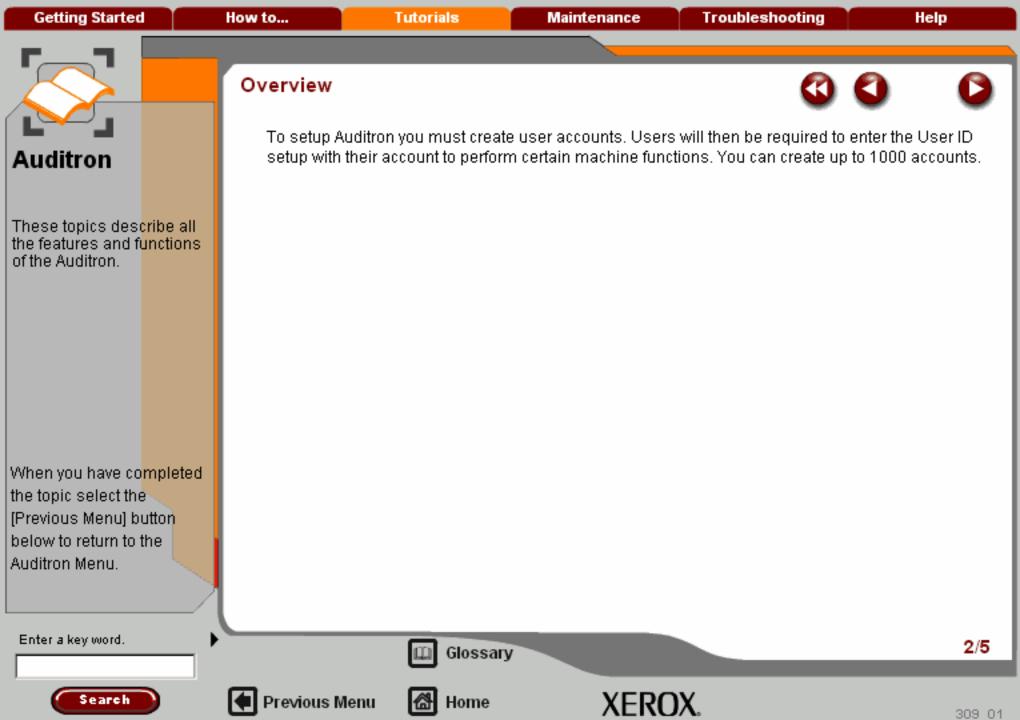


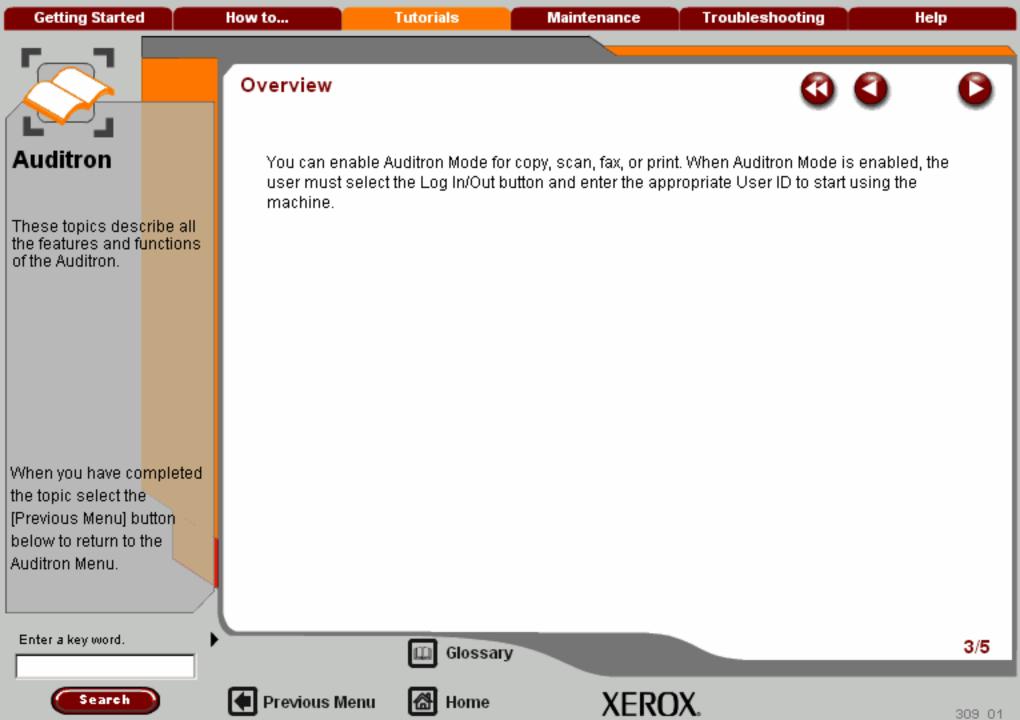


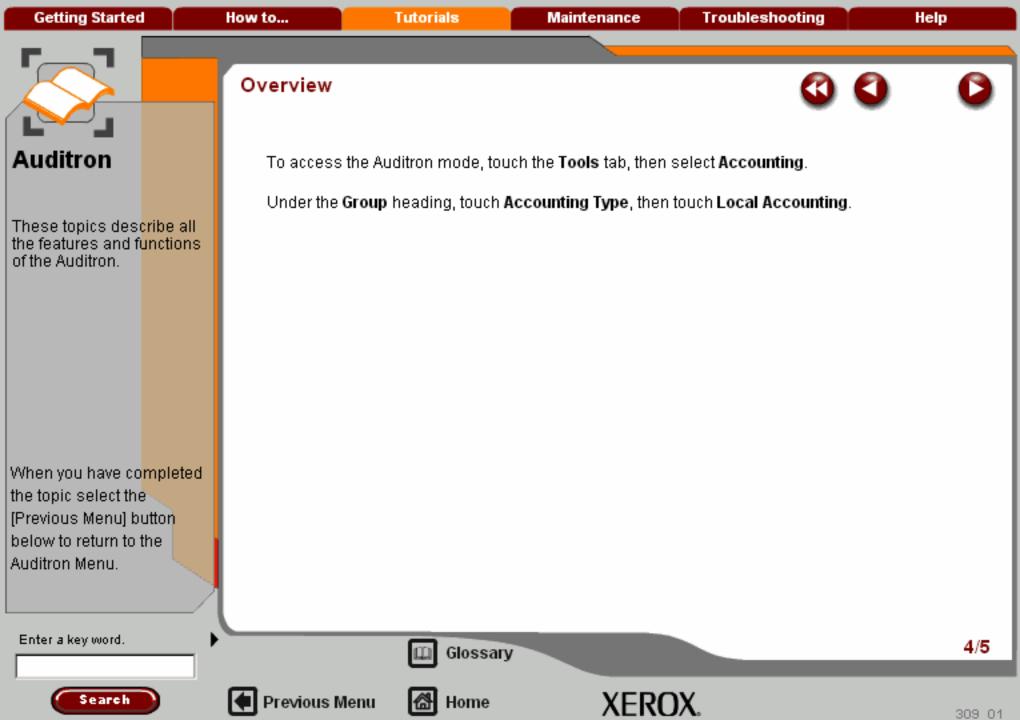




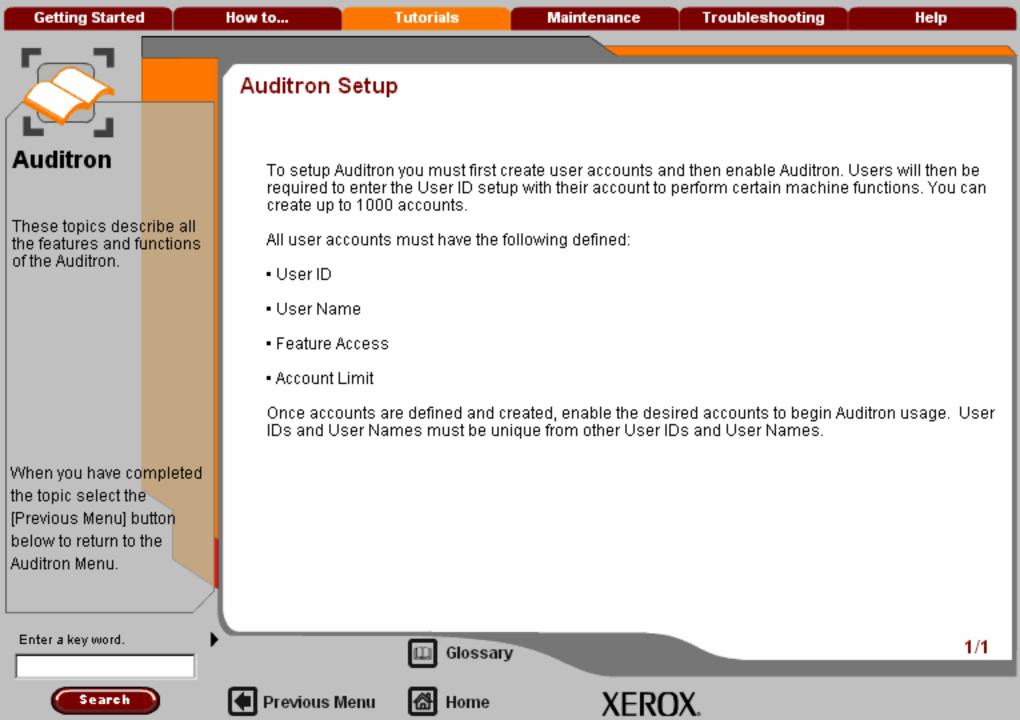












Getting Started How to... **Tutorials** Maintenance **Troubleshooting** Help



Auditron

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Choose the topic you want to learn about from the menu below.

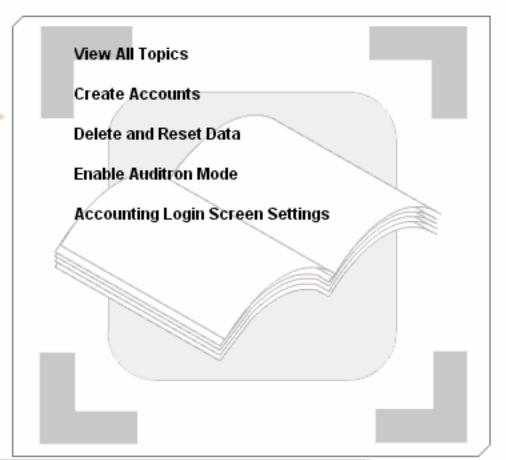




🔀 Auditron Setup



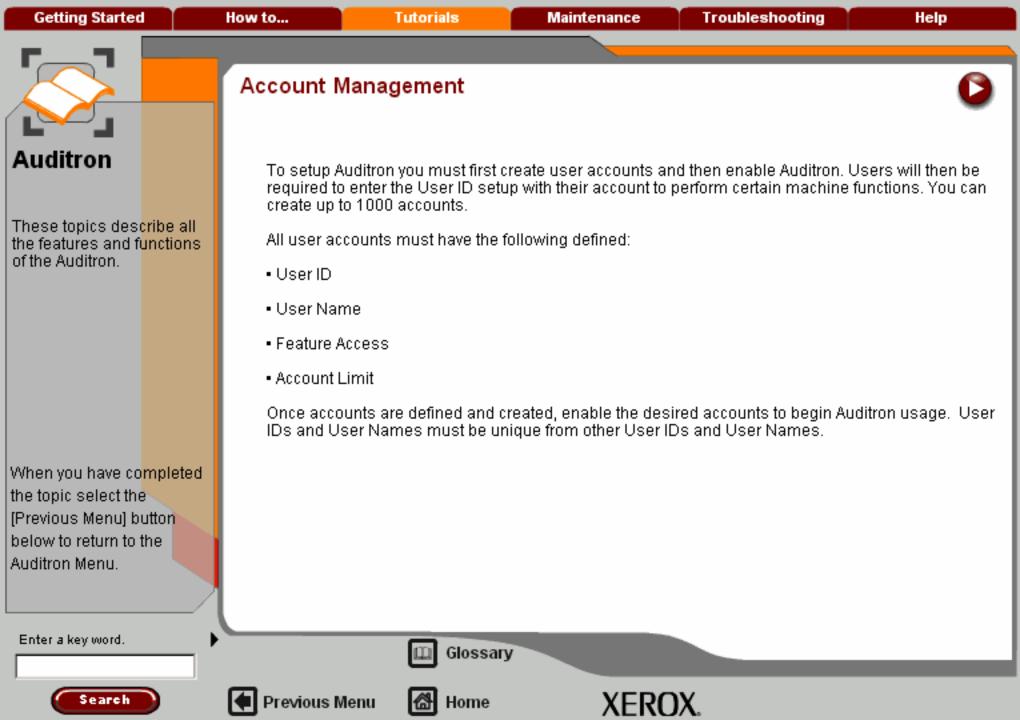
Account Data >>>

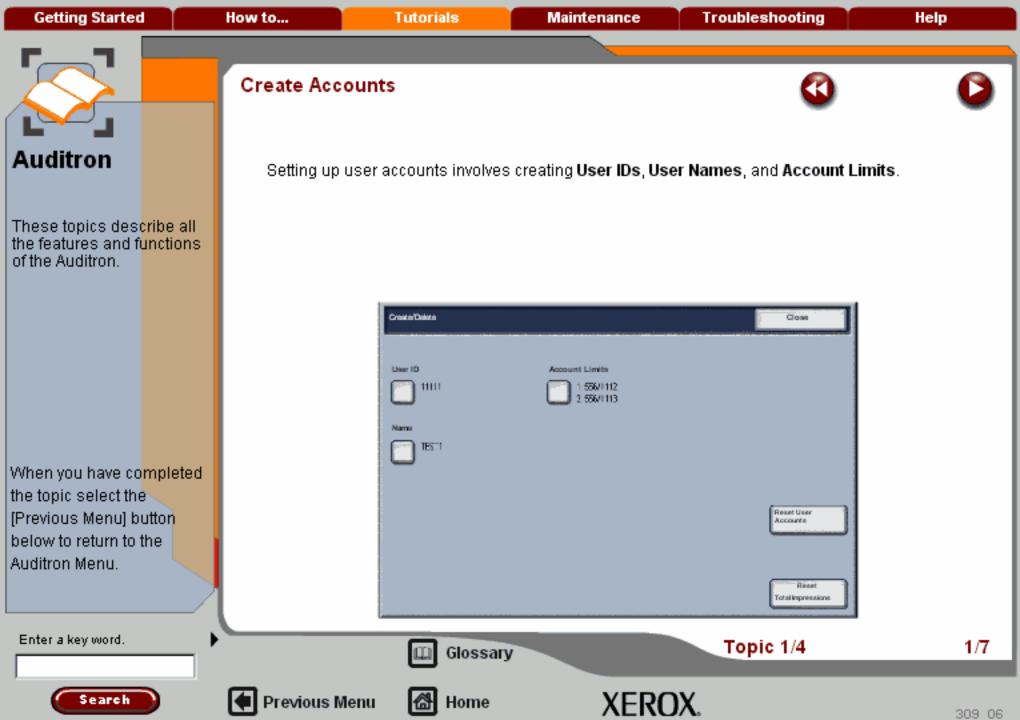


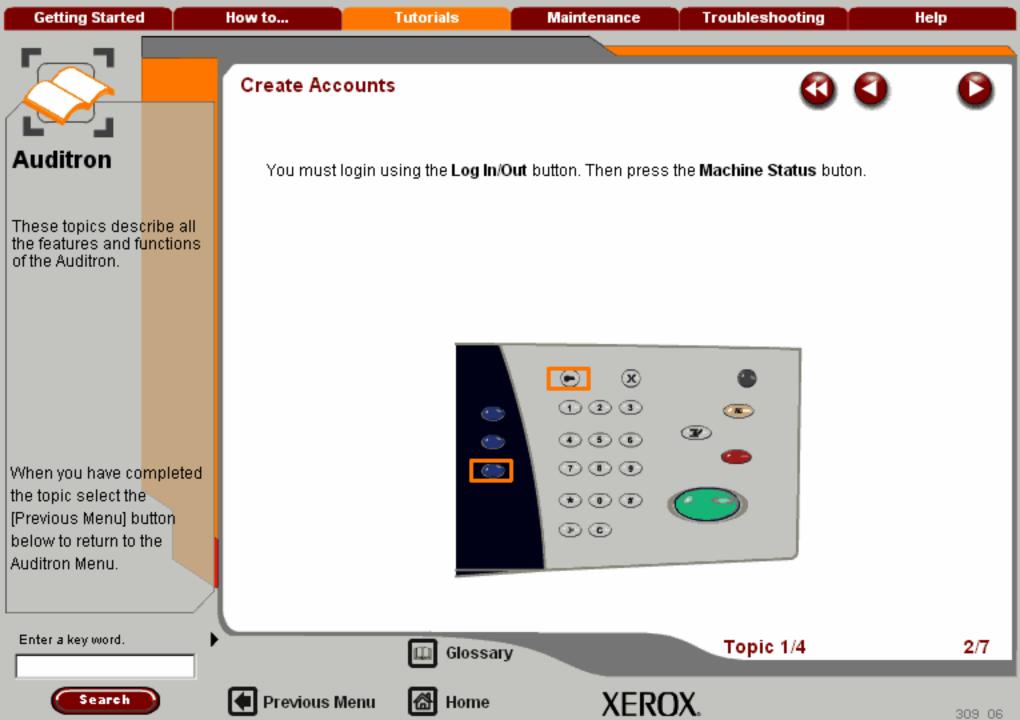


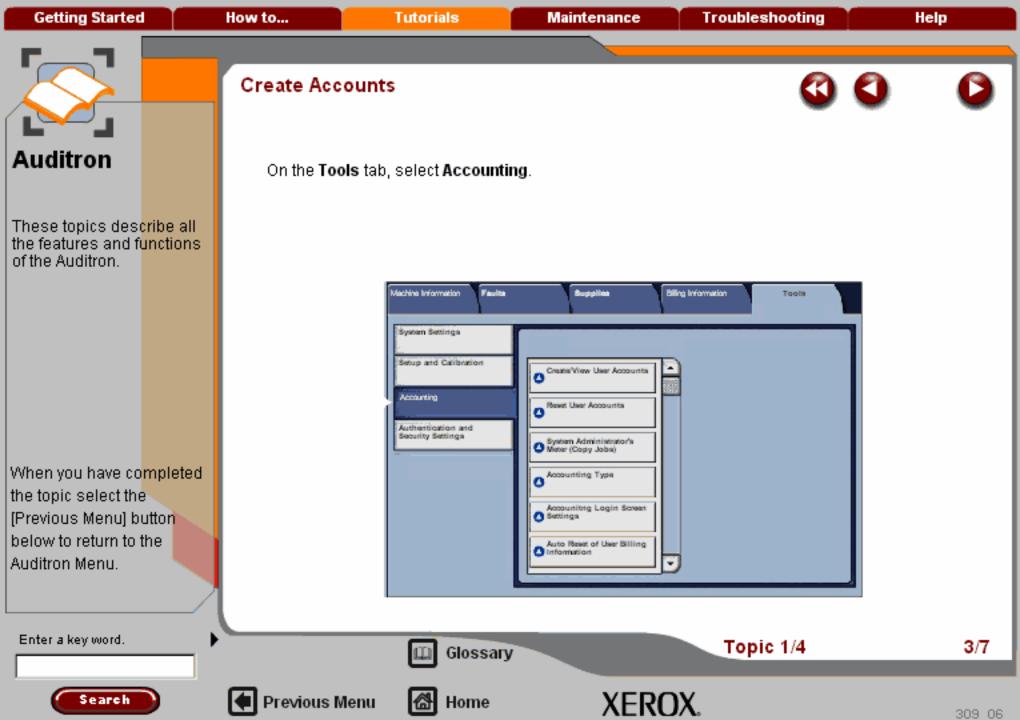


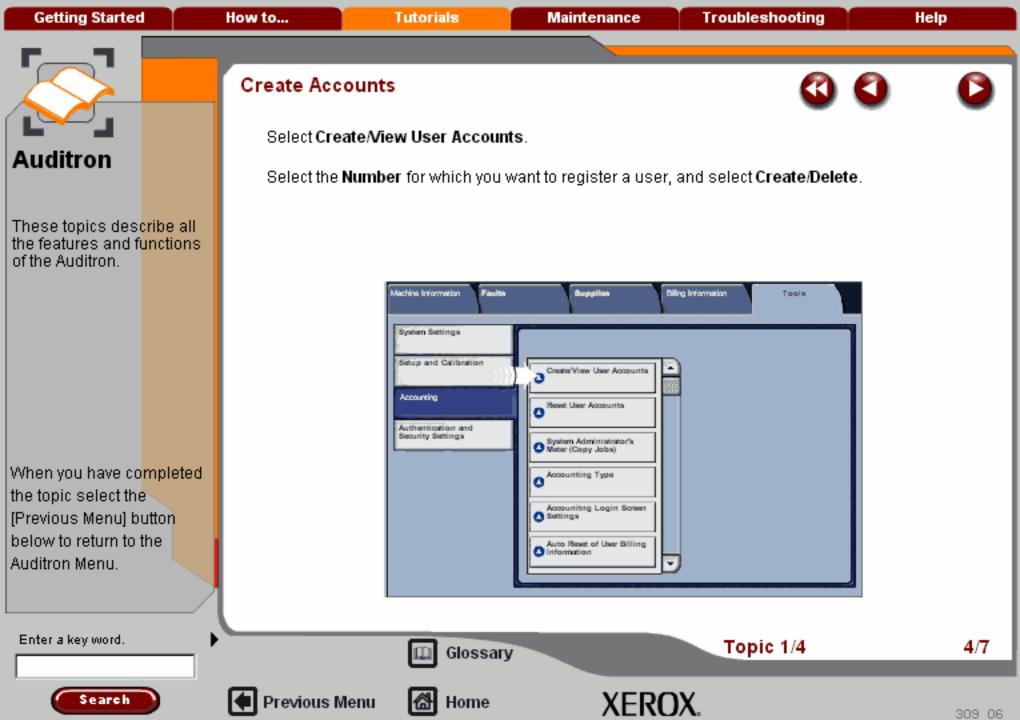


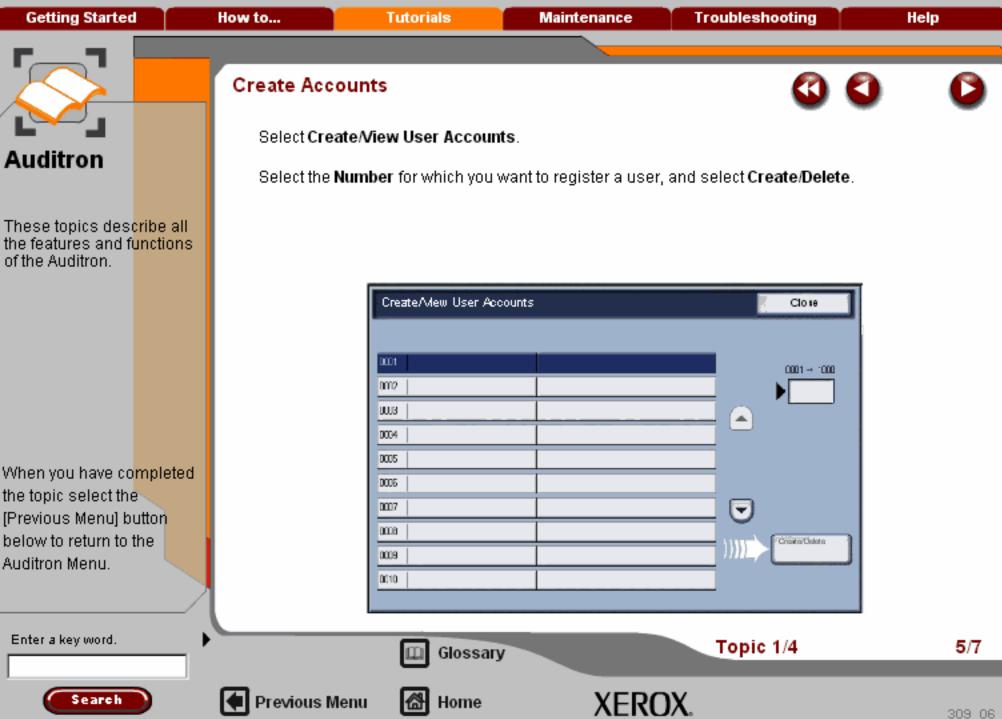


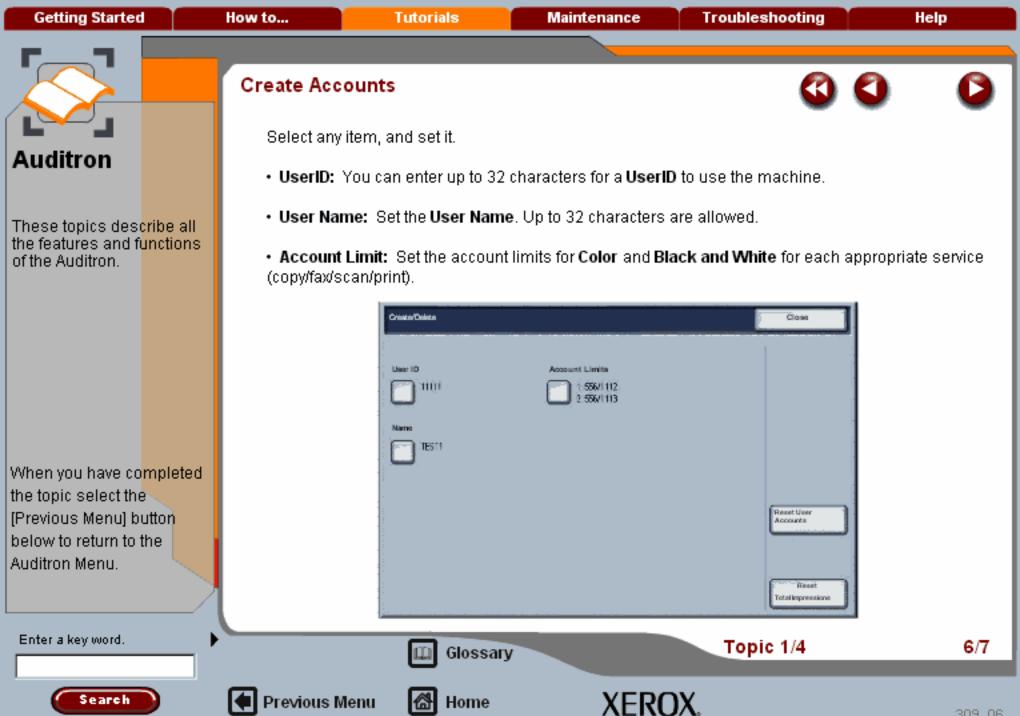


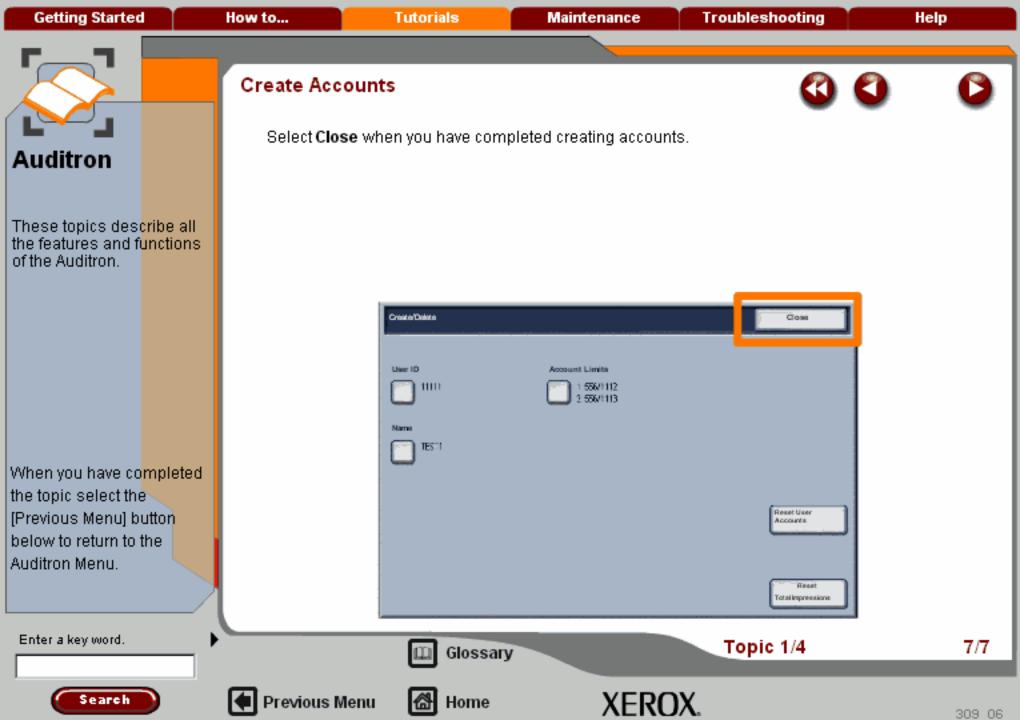


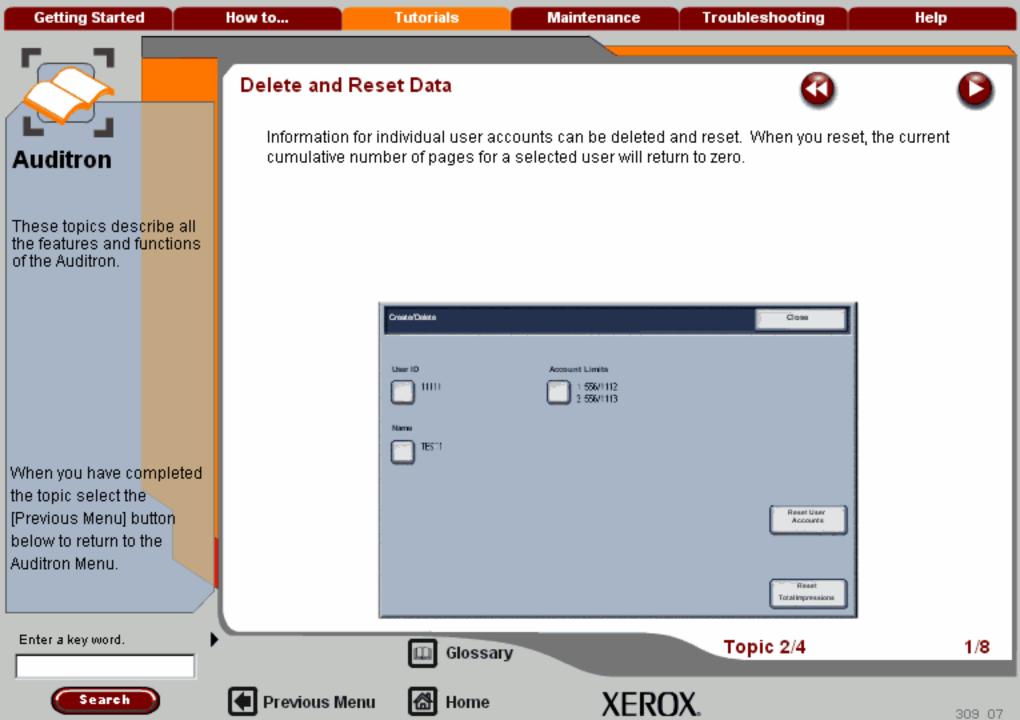


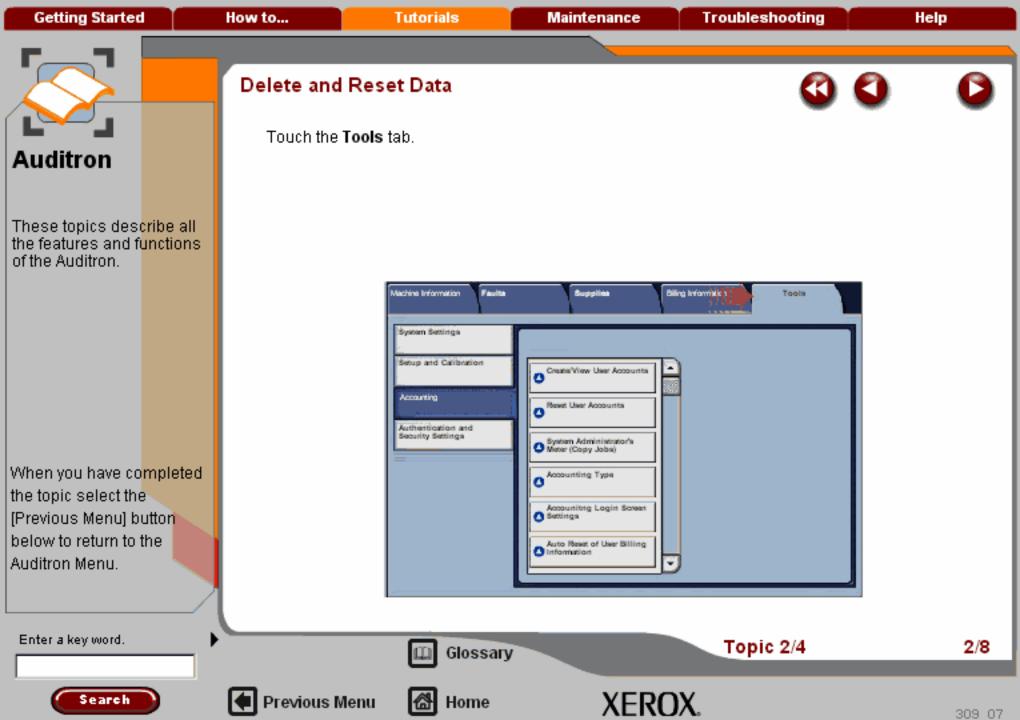


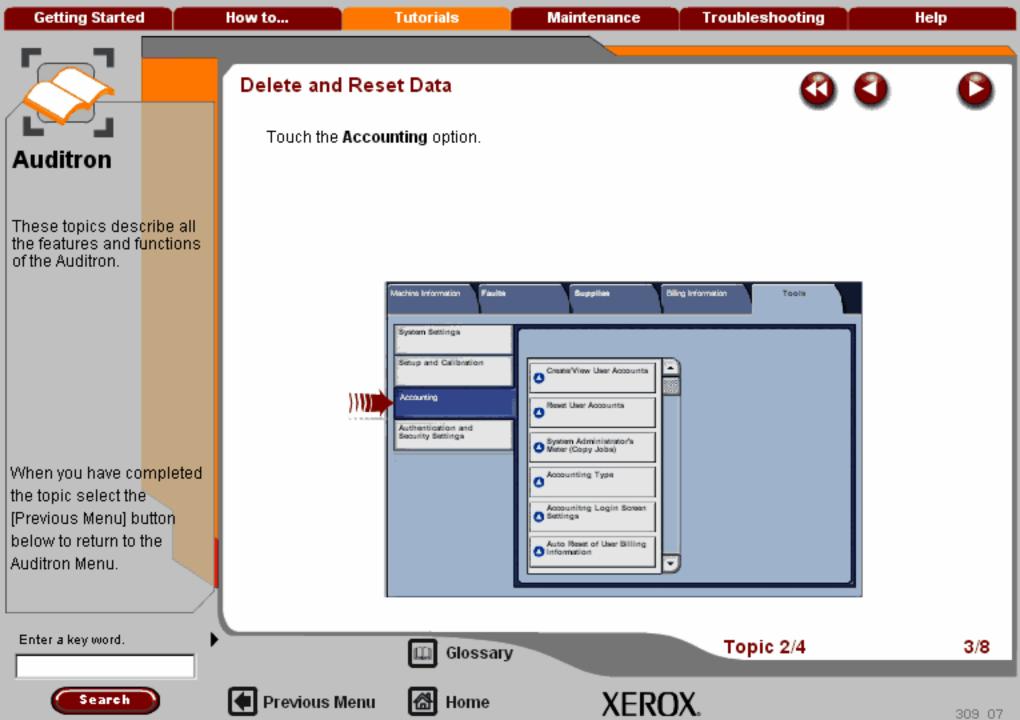


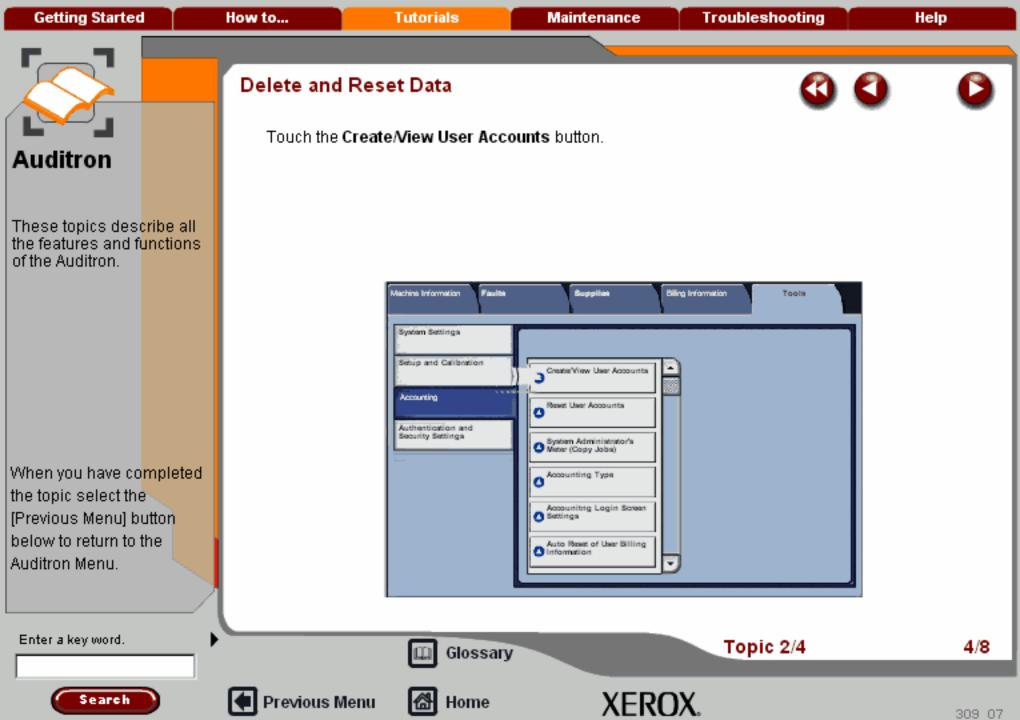




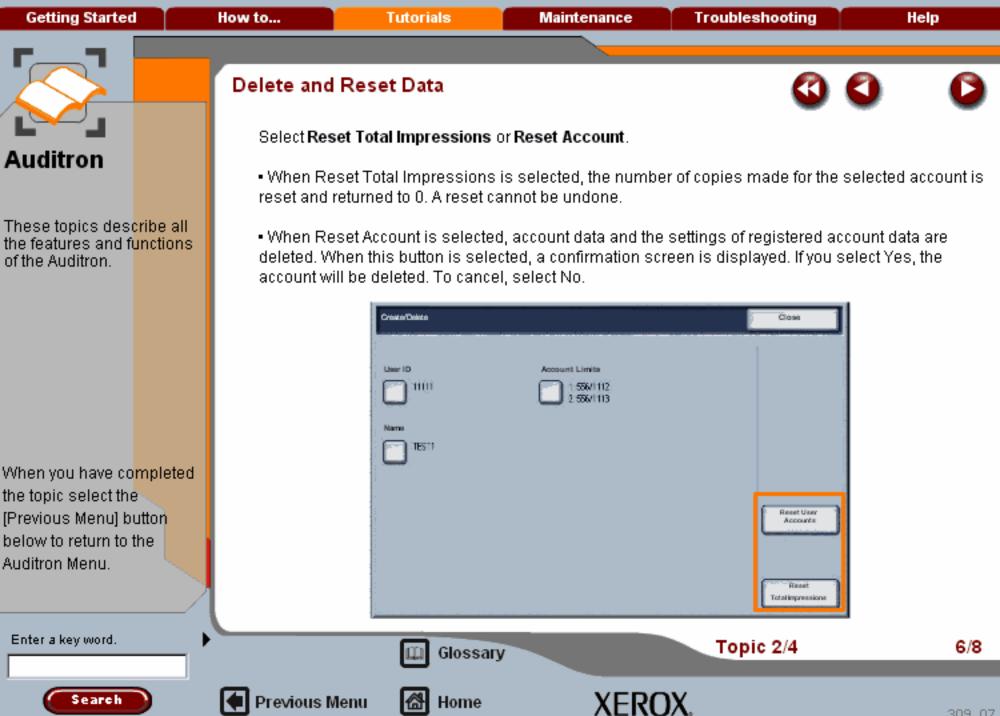


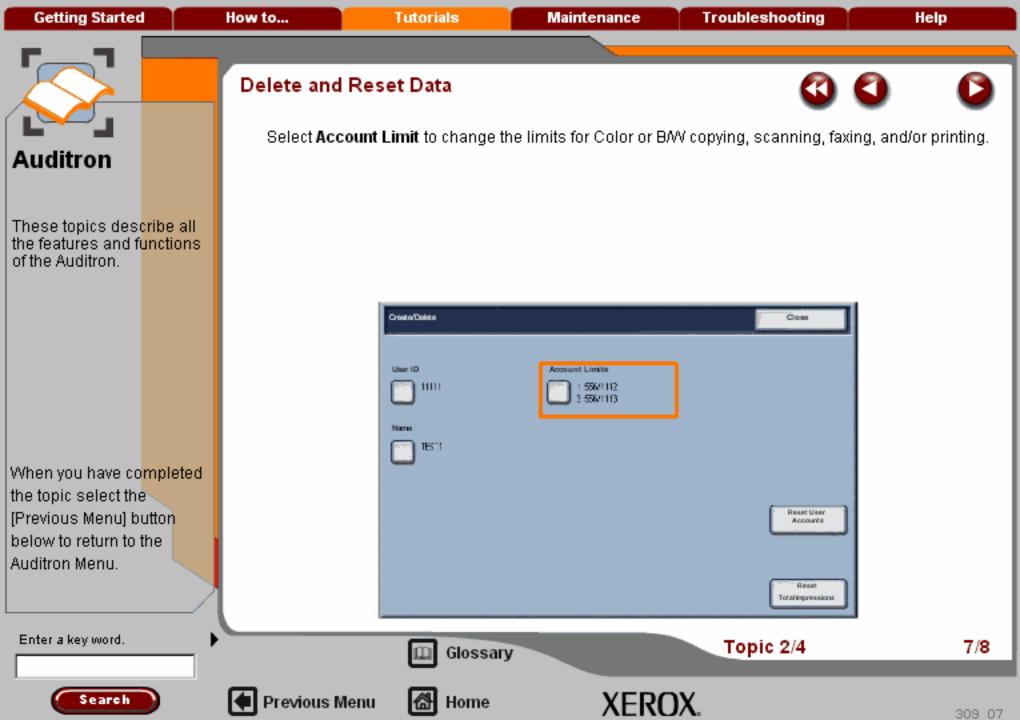


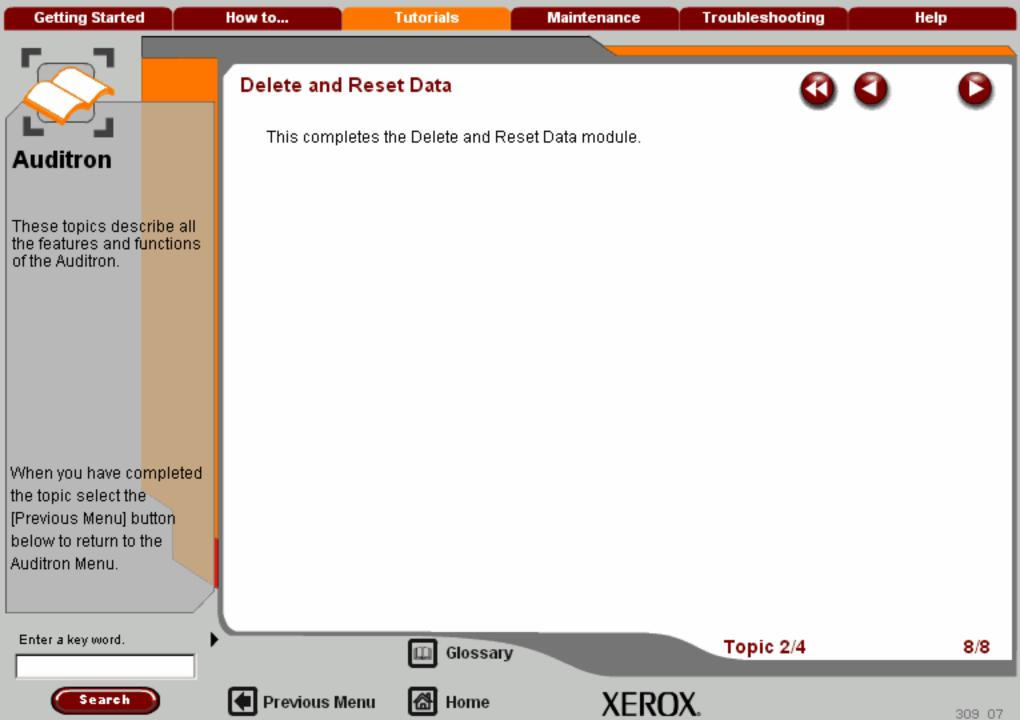


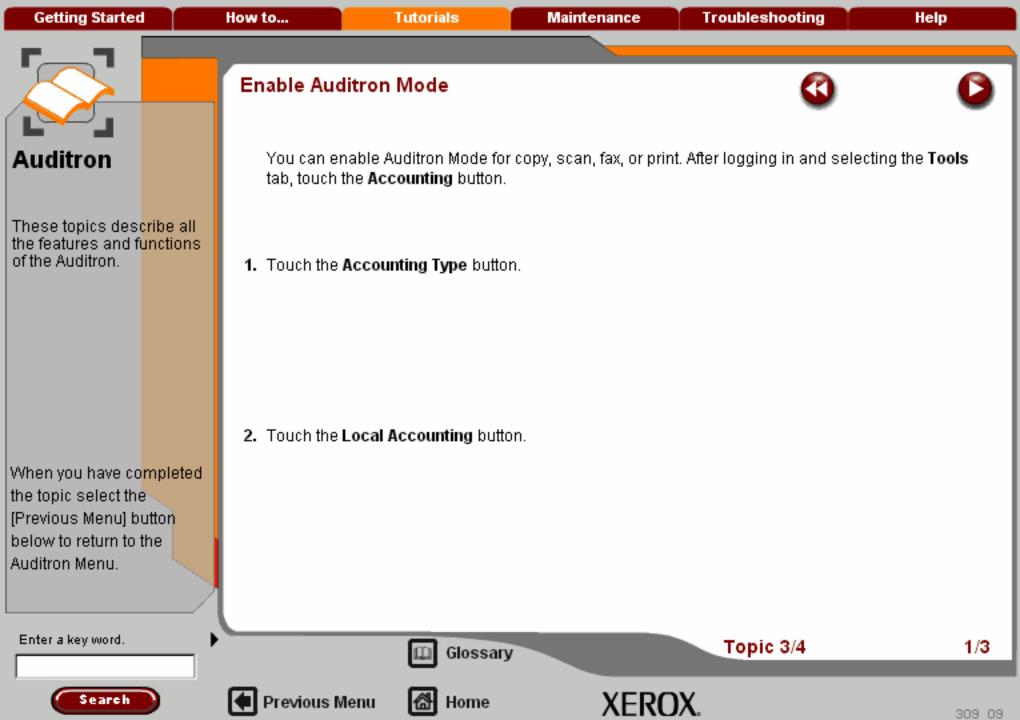


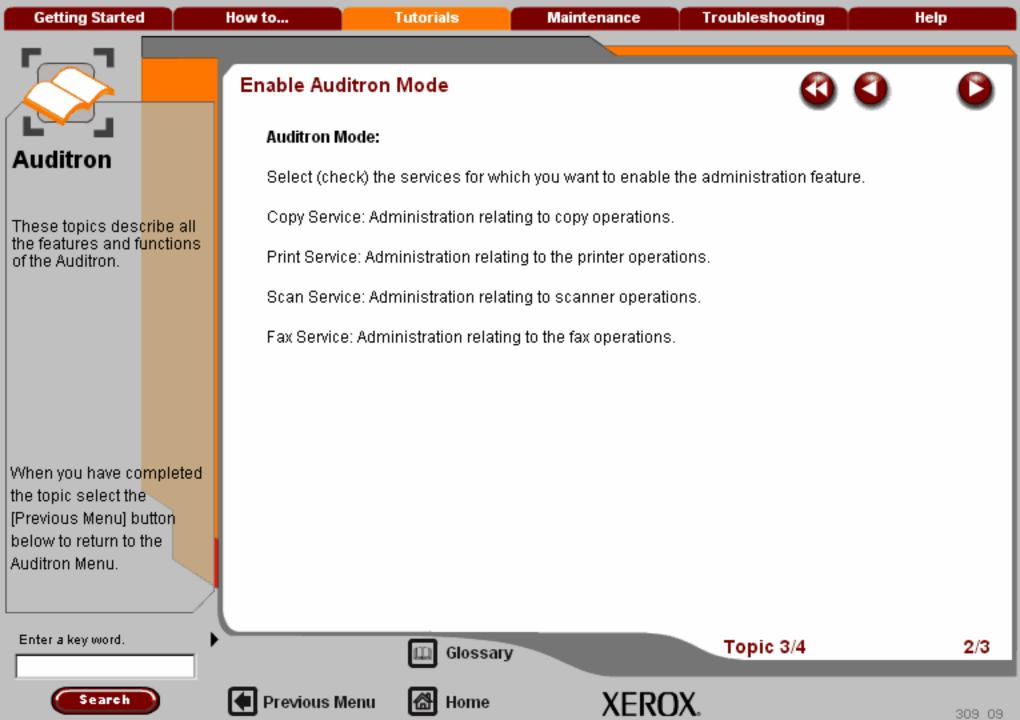


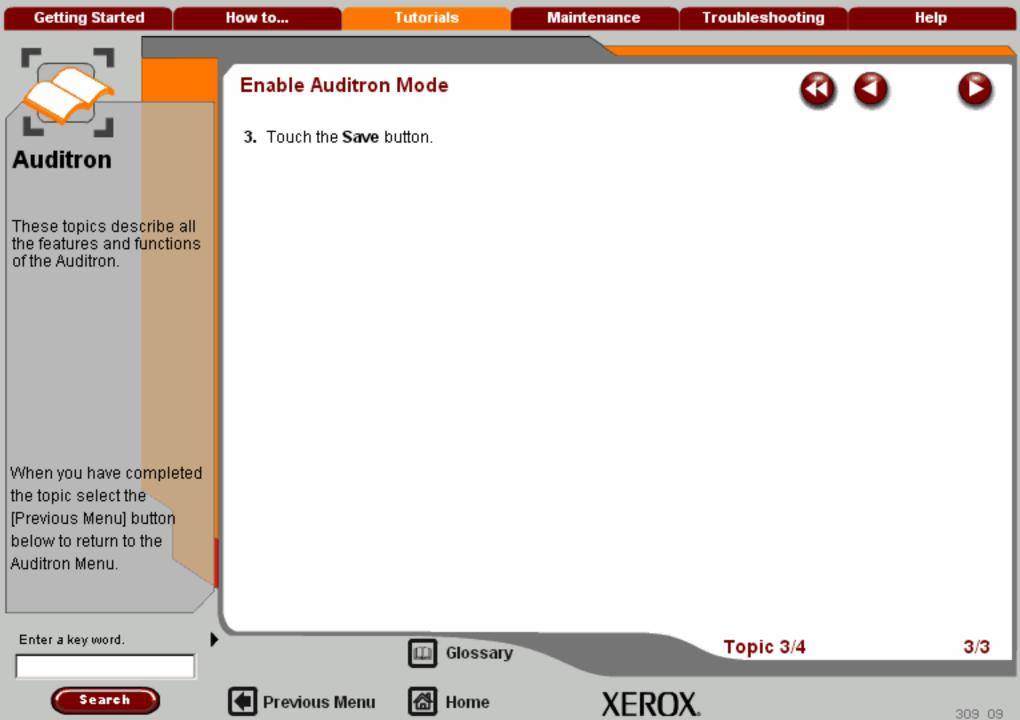


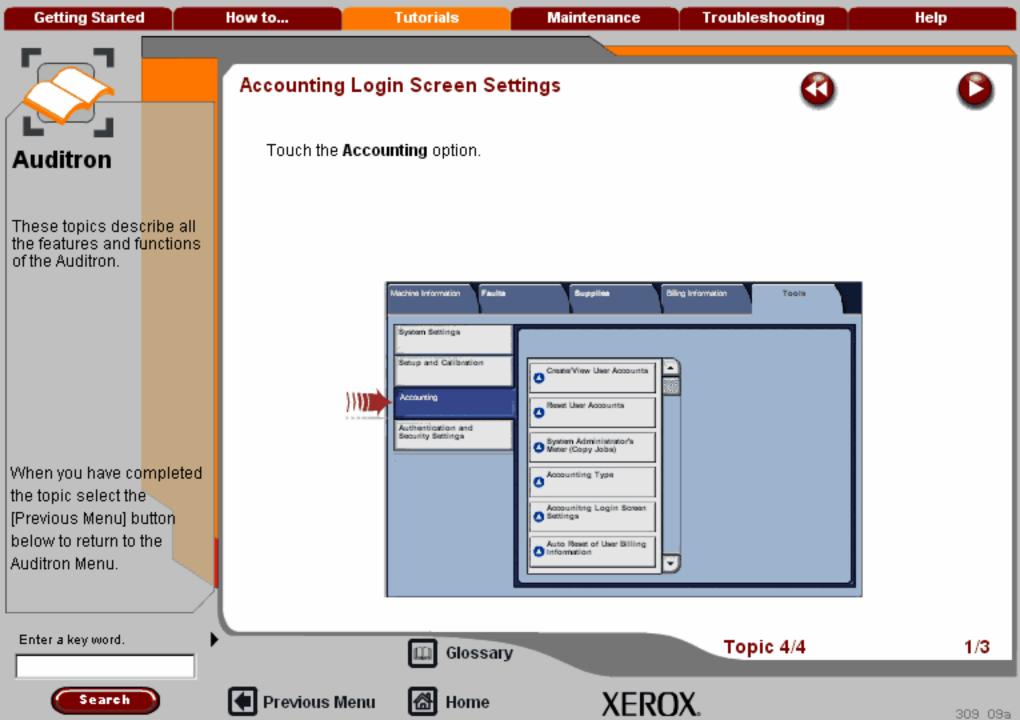














of the Auditron.

Accounting Login Screen Settings

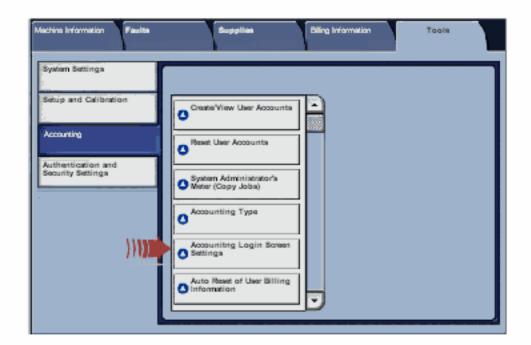






Touch the **Accounting Login Screen Settings** button. Touch any item, then touch the **Change Settings** button.

The following screens explain the available options that can be set:



When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Auditron Menu.

These topics des<mark>cribe all</mark>

the features and functions

Enter a key word.



Glossary



2/3

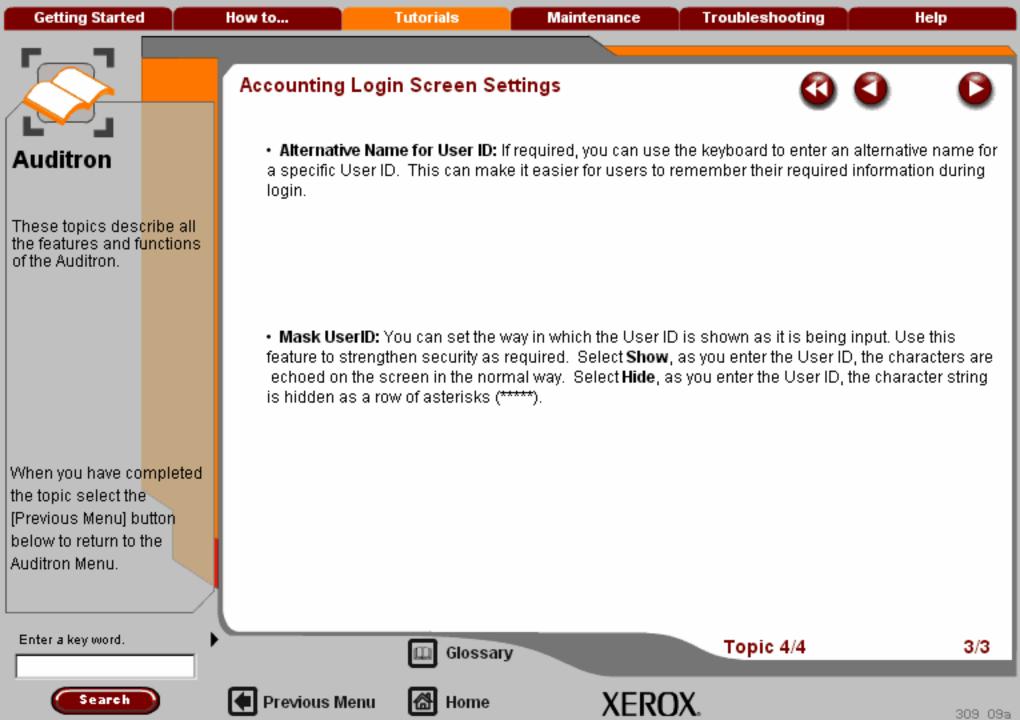


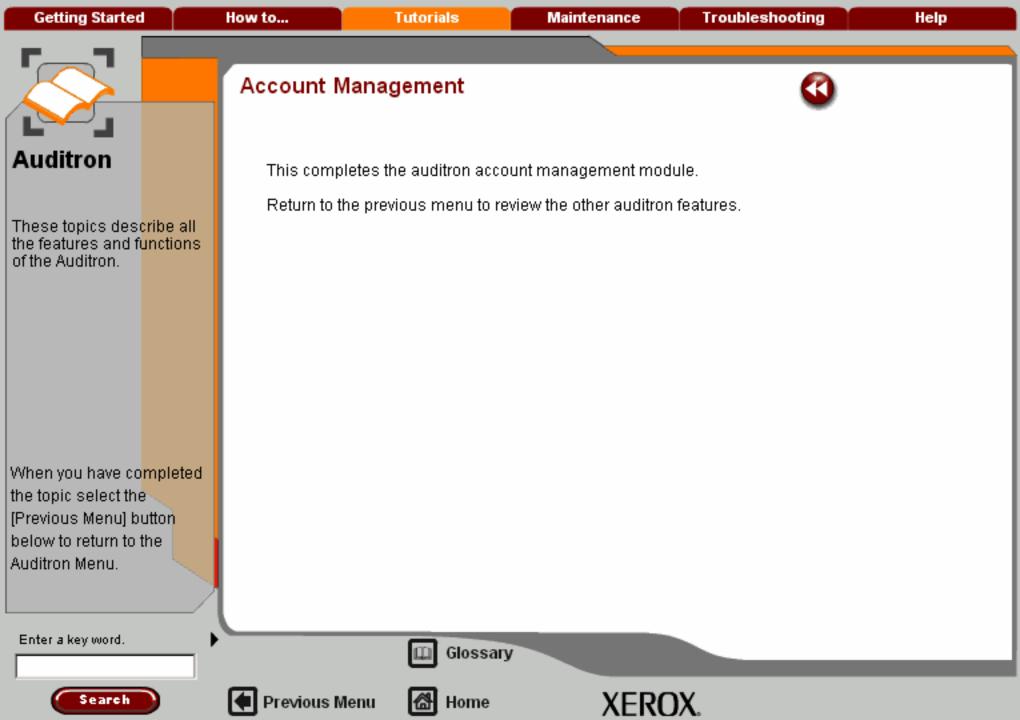


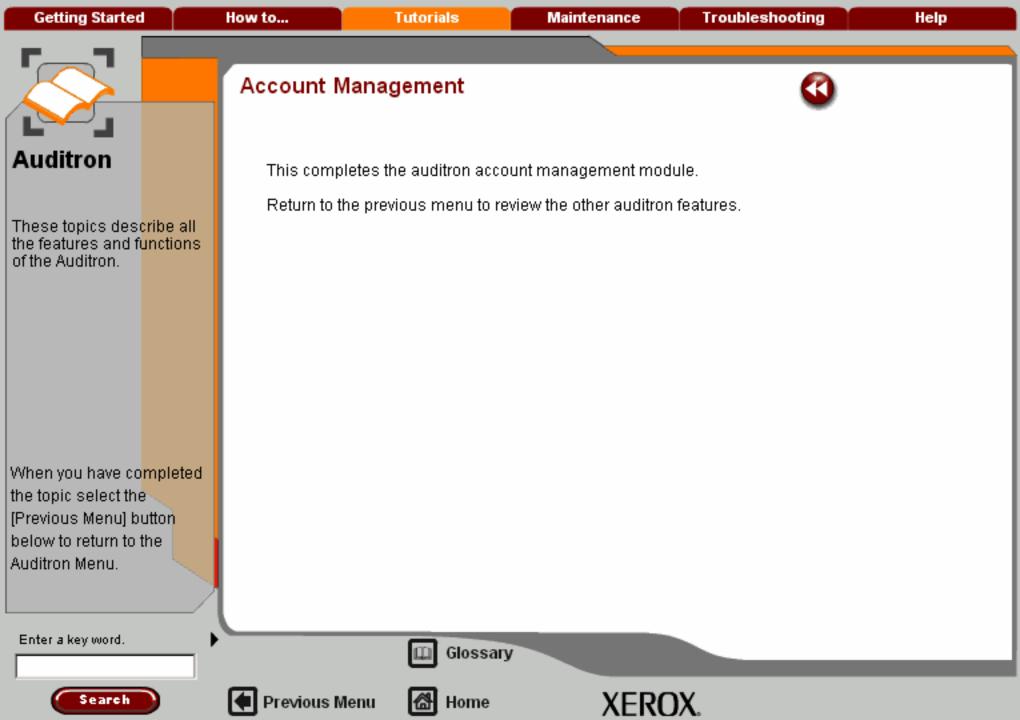












Getting Started How to... Tutorials Maintenance Troubleshooting Help



Auditron

This section explains what the Auditron is and how you can set it up to monitor and record the copies made on your machine.

Choose the topic you want to learn about from the menu below.



Auditron Setup

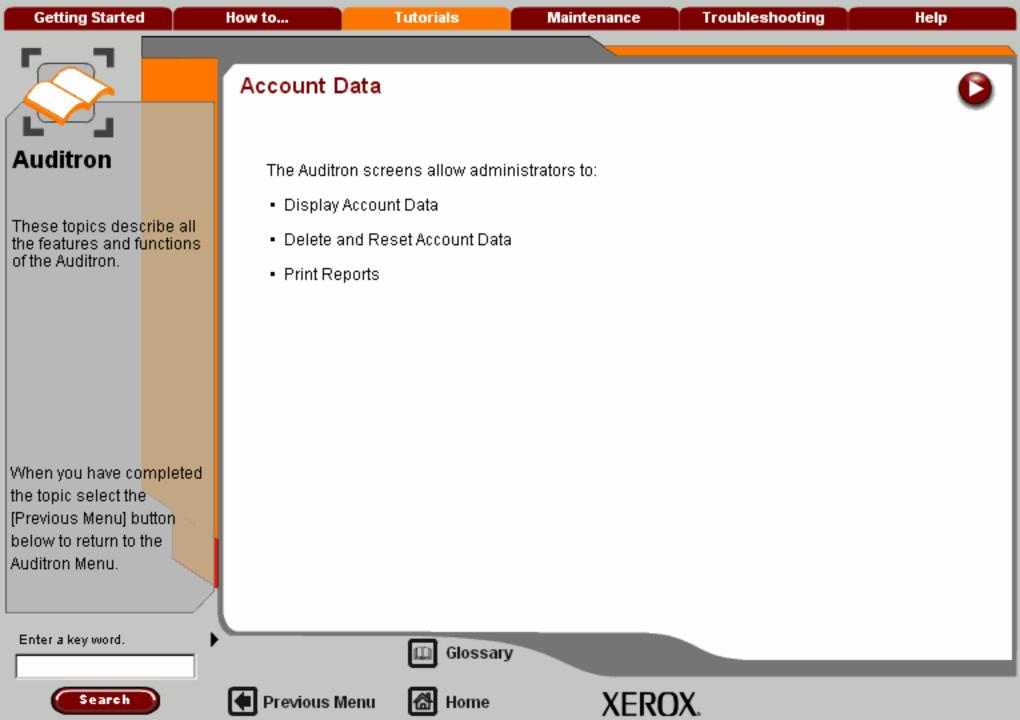
🔀 Account Management >>>

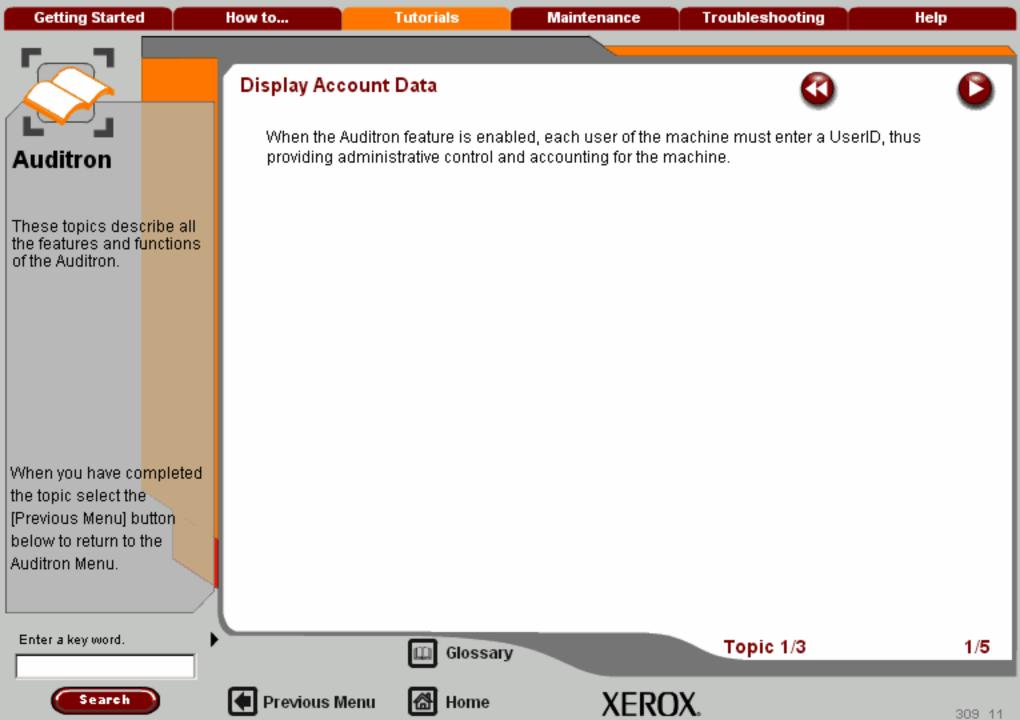


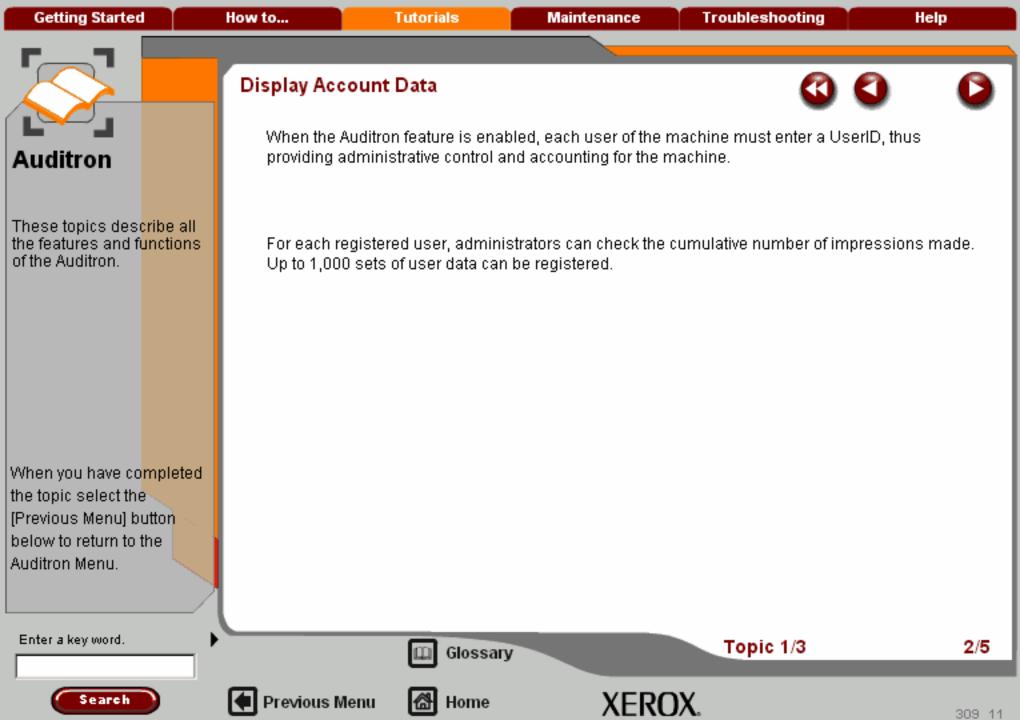


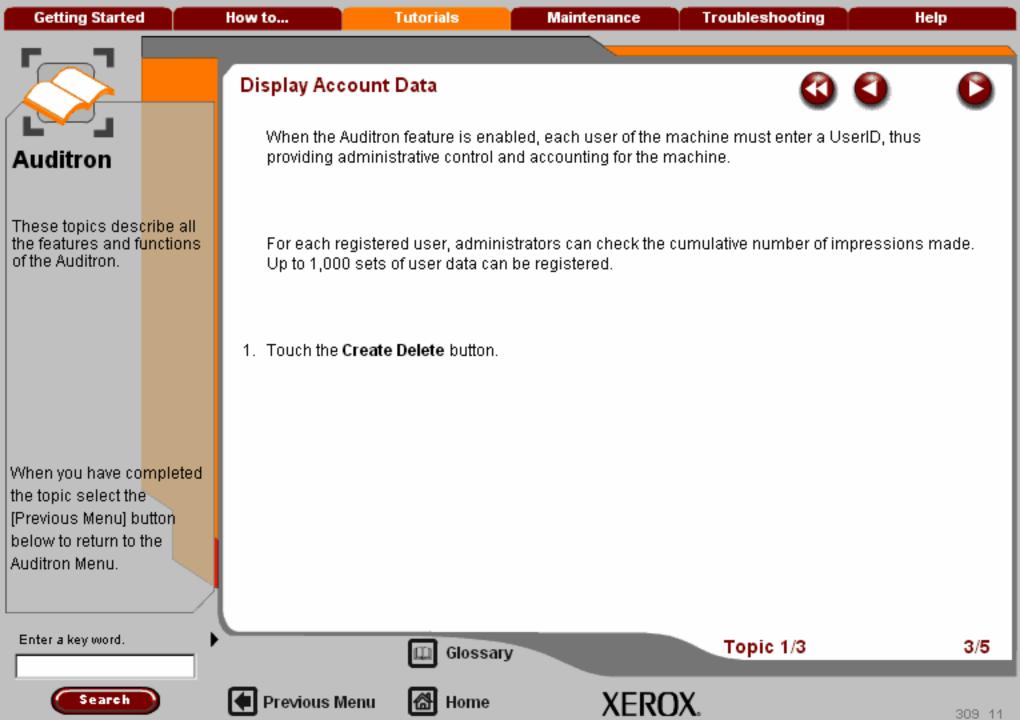


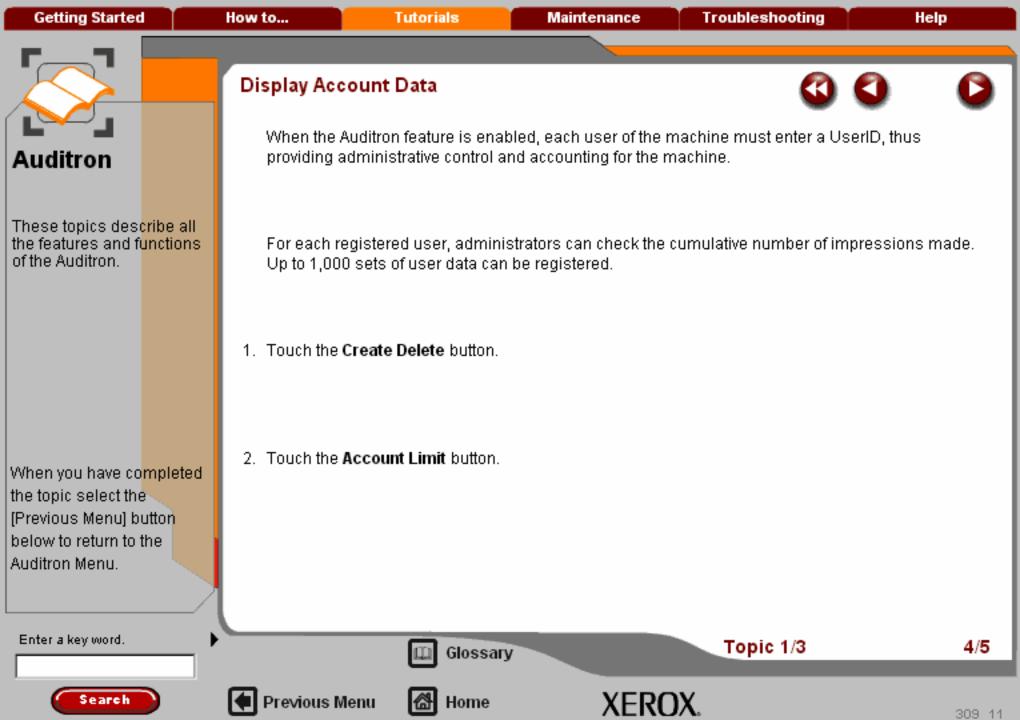


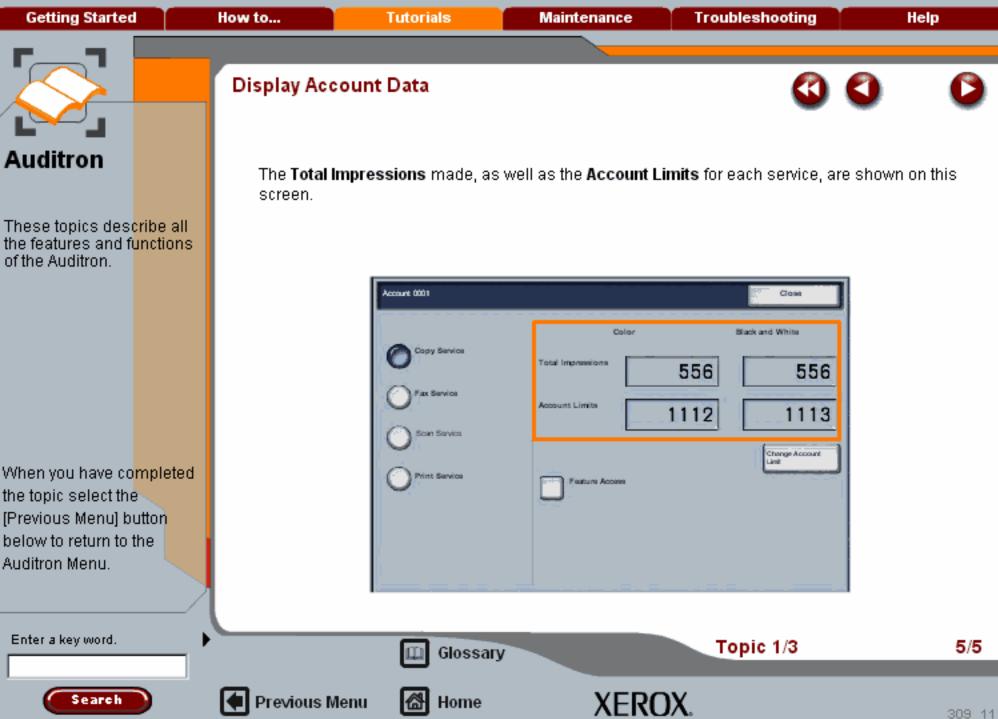


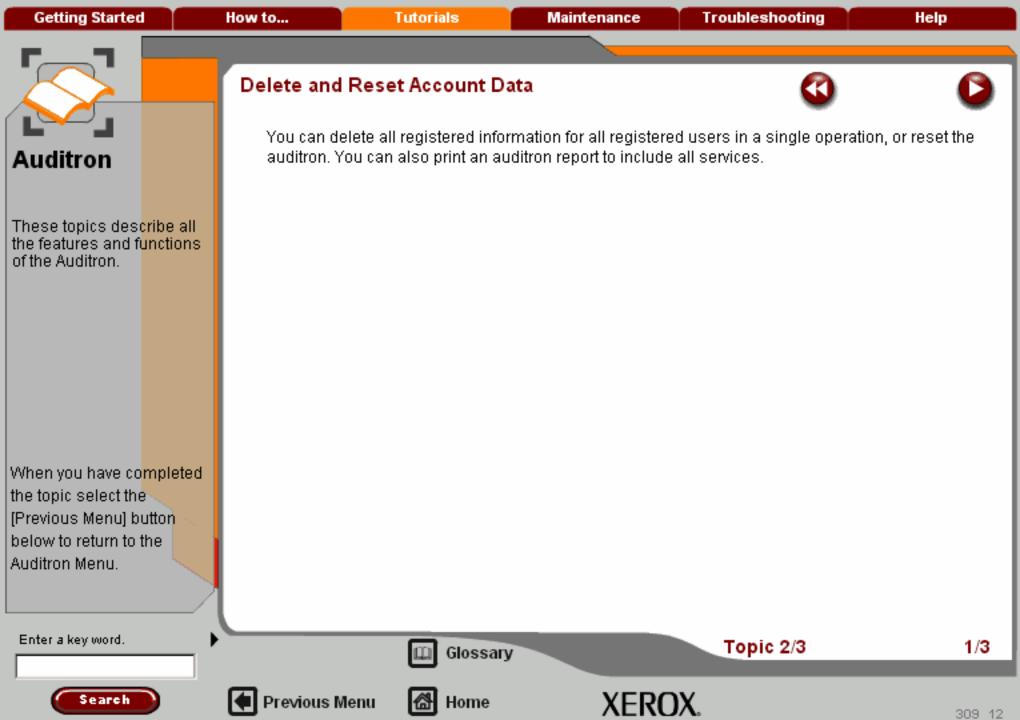


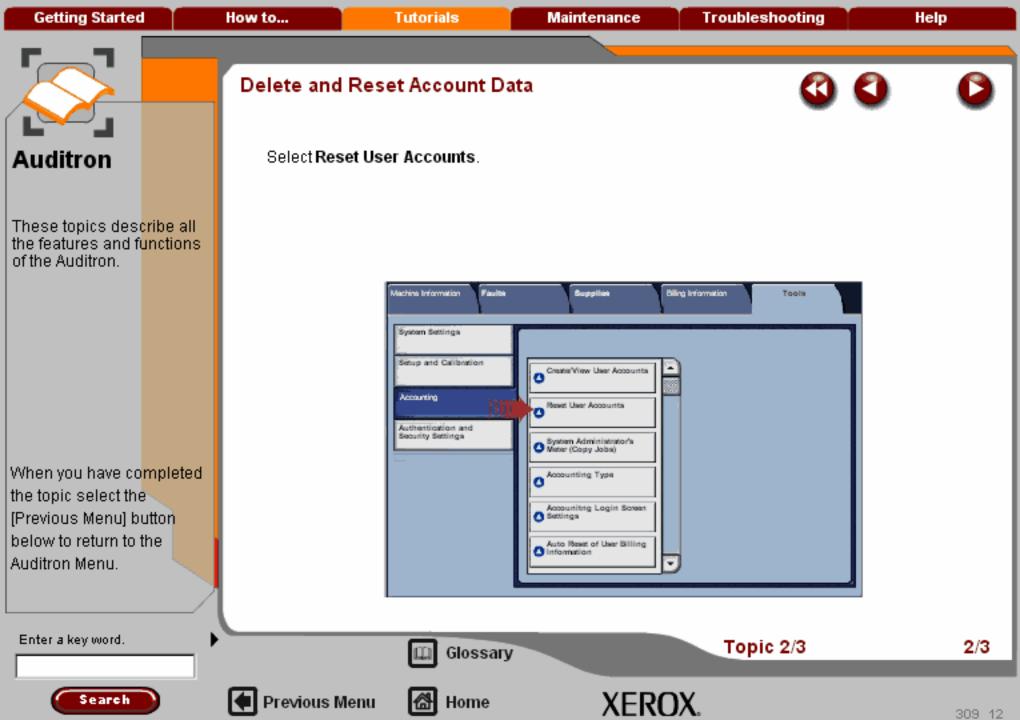














These topics describe all the features and functions of the Auditron.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Auditron Menu. The following explains options available:

• All User Accounts: Deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, output color restrictions, or printer auditron.

All job flows, mailboxes, and documents within mailboxes belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a mailbox for example), the deletion will take a considerable time.

- All Feature Access Settings: Resets the Feature Access settings for all users to Free Access.
- All Account Limits: Resets the maximum number of pages for all users to the default (9,999,999 pages).
- · Total Impressions: Resets the Total Impressions meter to zero.
- · Meter (Print Jobs): Resets the meter for all print jobs to zero.

Enter a key word.



Glossary

Topic 2/3

3/3

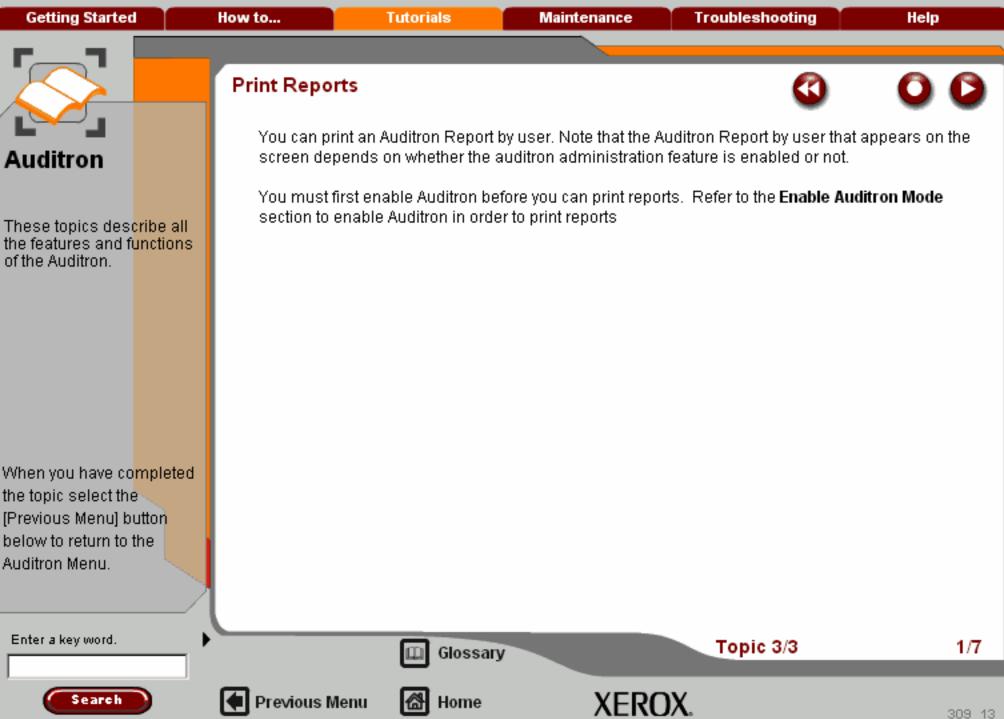


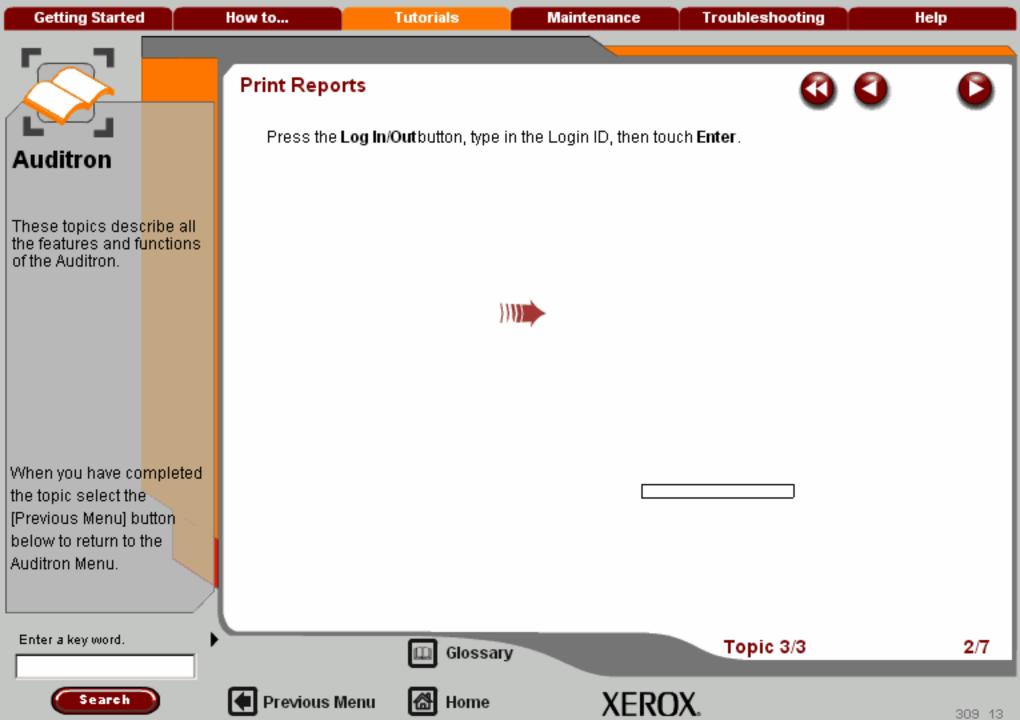


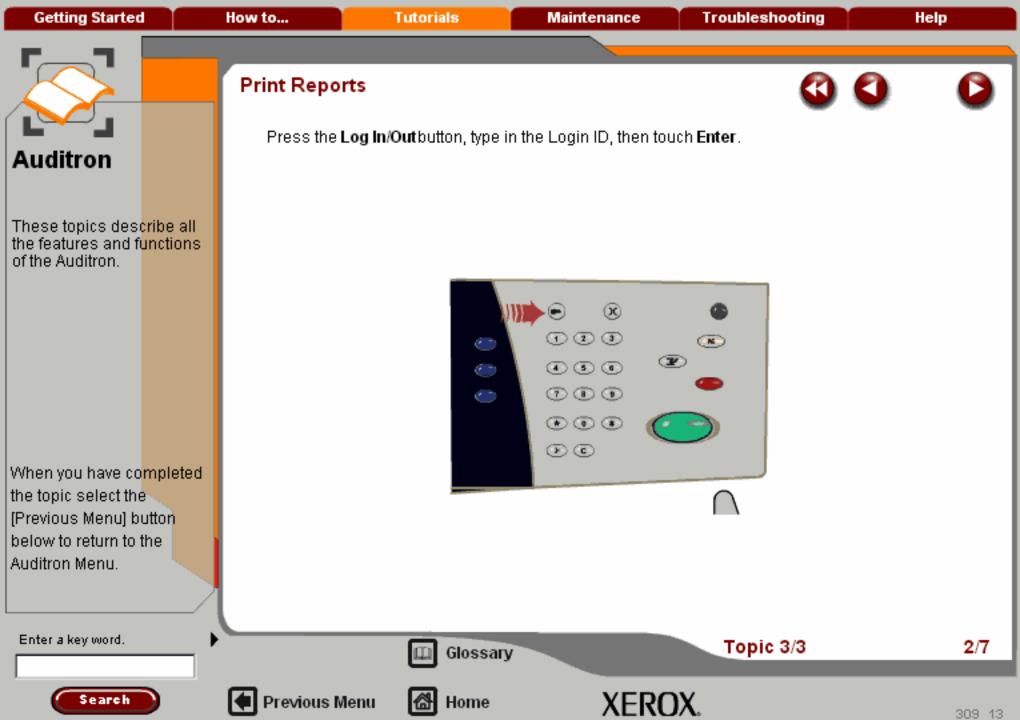


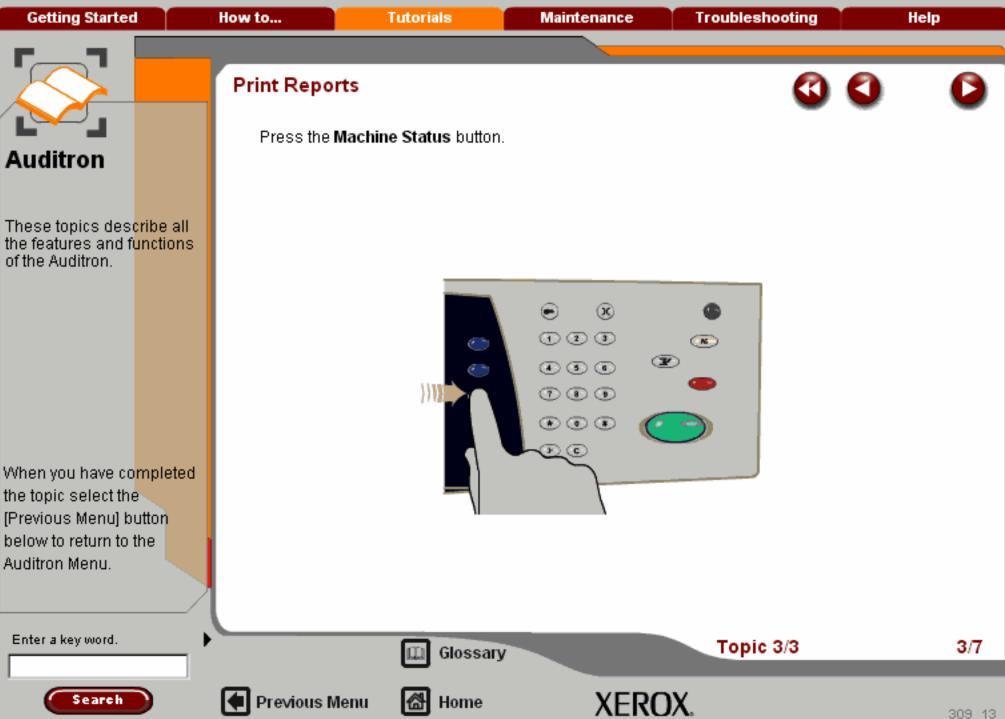










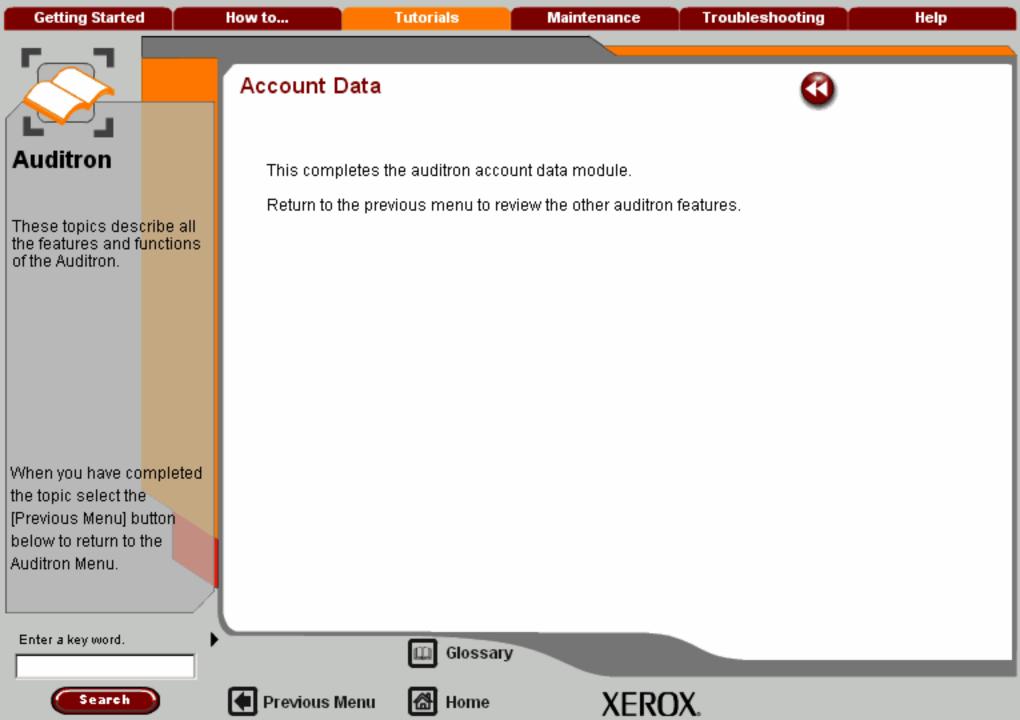












Getting Started How to... Tutorials Maintenance Troubleshooting Help



Machine Administration

These tutorials describe the utilities available to the System Administrator to set-up and customize the machine.

System Administrator Tools Overview

Accessing the System Administrator Tools

System Settings









Machine Administration

These topics describe how the System Administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

System Administrator Tools Overview



System Administrator Screens

The system administrator tools options enable the system administrator to set-up, customize and maintain the machine. Some of the settings in these options are critical to the operation of the machine so the screens are password protected so that they cannot be accidentally changed or corrupted.

Use these options to:

- Set-up the initial settings and system configuration
- Change the factory settings or defaults.
- Perform basic maintenance tasks.
- Perform a variety of system tests.

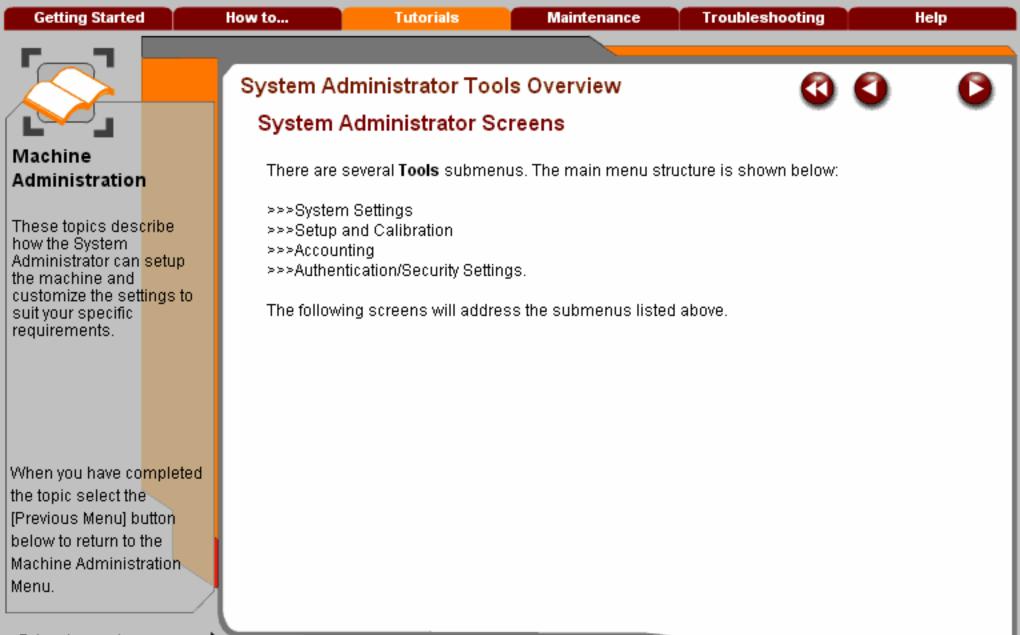
The next few screens briefly explain the function of each tools option.

Enter a key word.









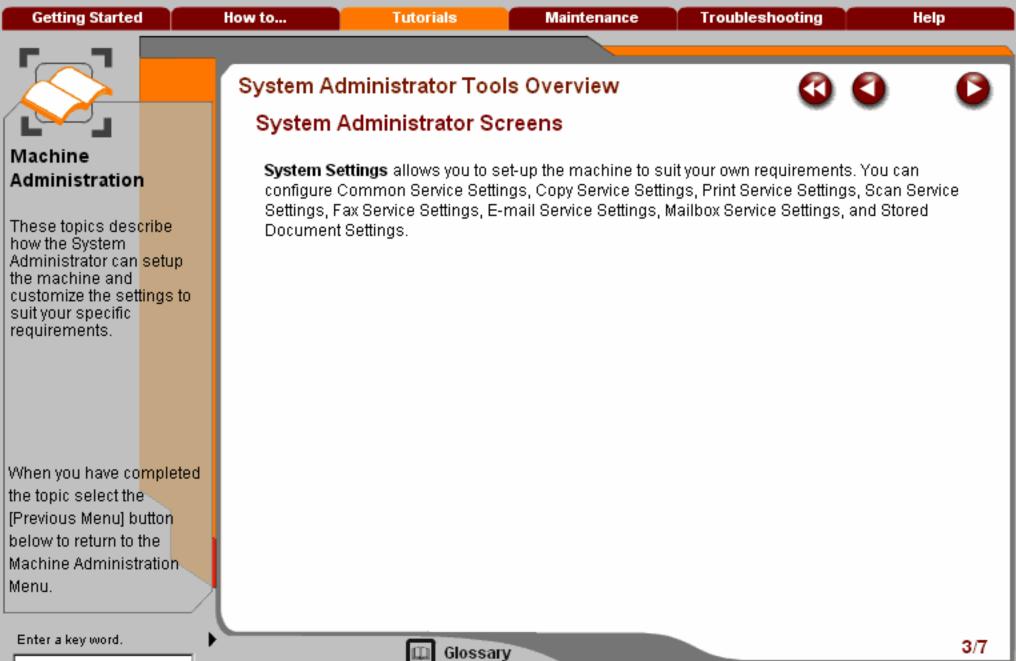
Enter a key word.







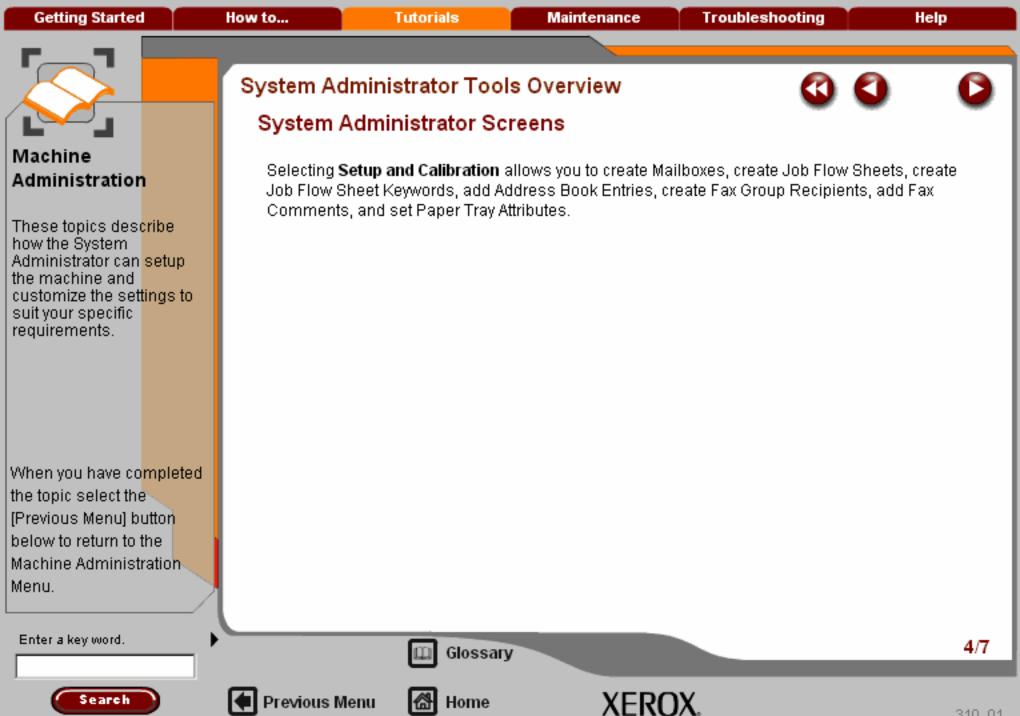


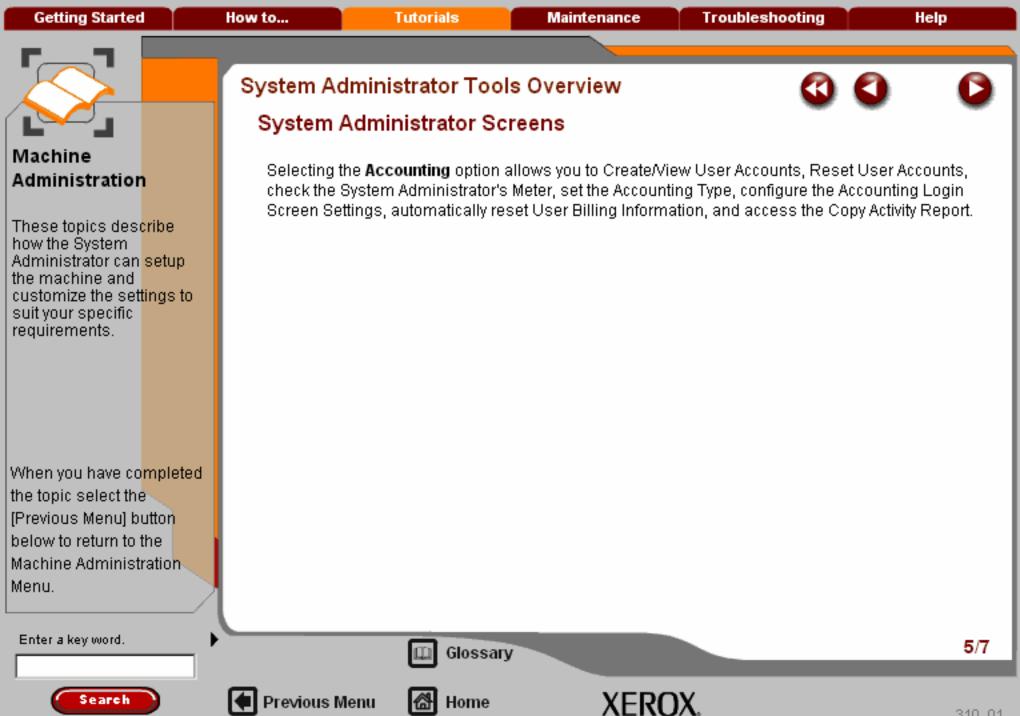




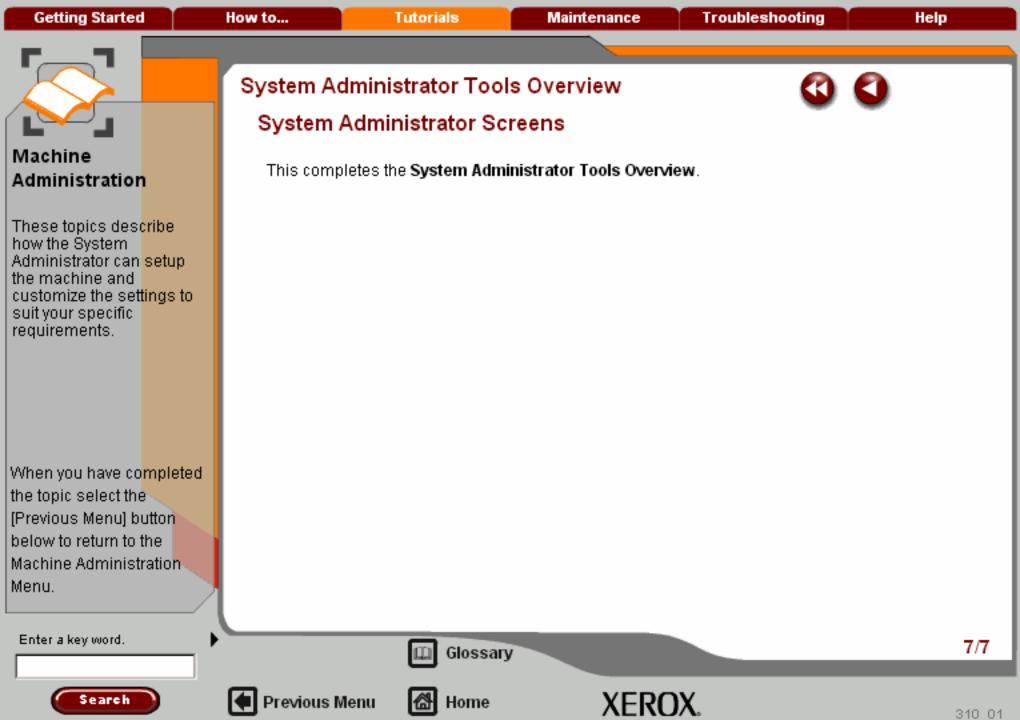
















Machine Administration

These topics describe how the System Administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

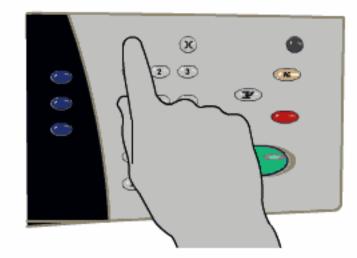
Accessing the System Administrator Tools





Access

Entry to the **System Administrator Tools** is via the **Log In/Out** button on the control panel (highlighted on the control panel with a key symbol).



Enter a key word.



Glossary



Previous Menu

Home





Administration

These topics describe how the System Administrator can setup the machine and customize the settings to suit your specific requirements.

When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.

Accessing the System Administrator Tools







Login

When you press the Log In/Out button, the Log in as System Administrator window opens. Use the keypad on the screen to enter a 5 digit System Administrator Login ID, then touch Enter.

The factory preset Login ID is 11111. It is strongly recommended that you change the Login ID.

Enter a key word.



Previous Menu

Glossary



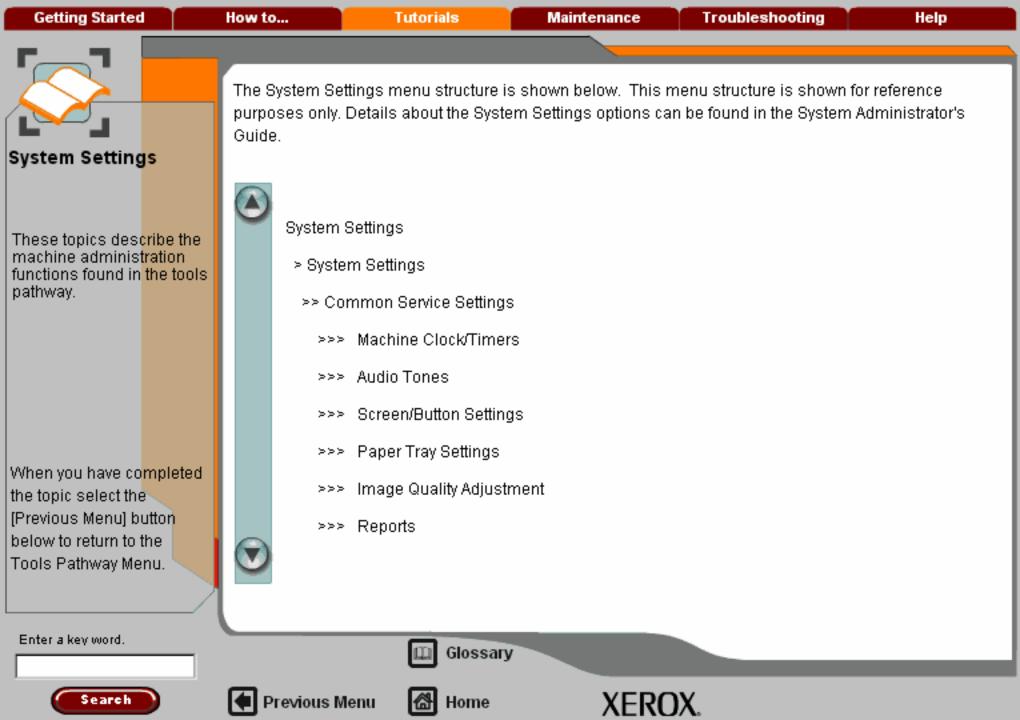
Home

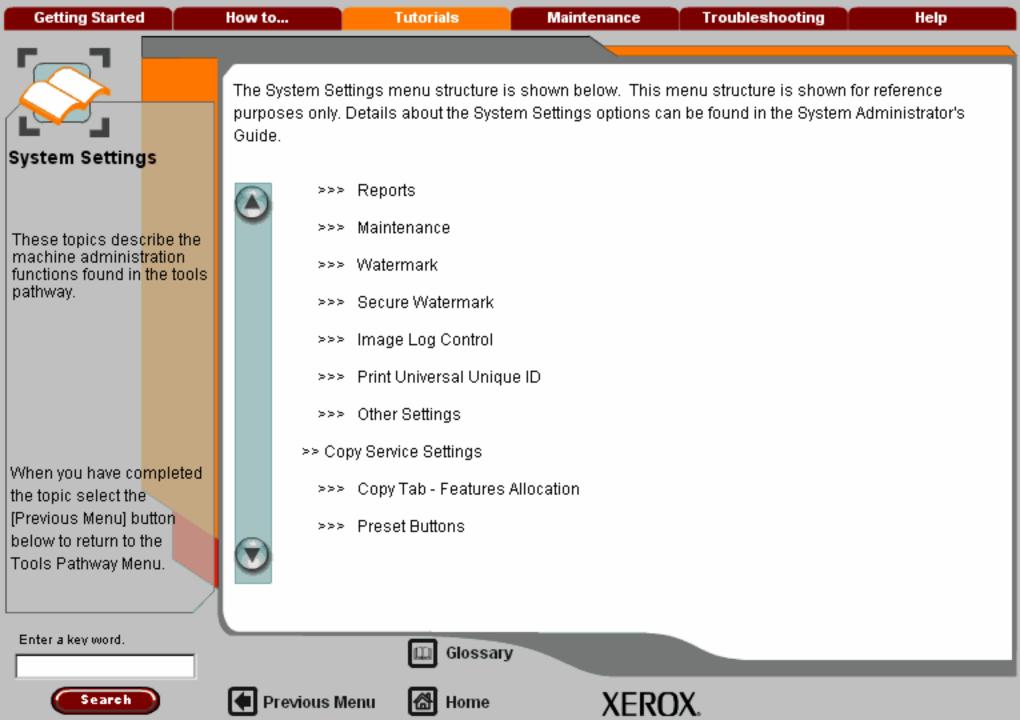


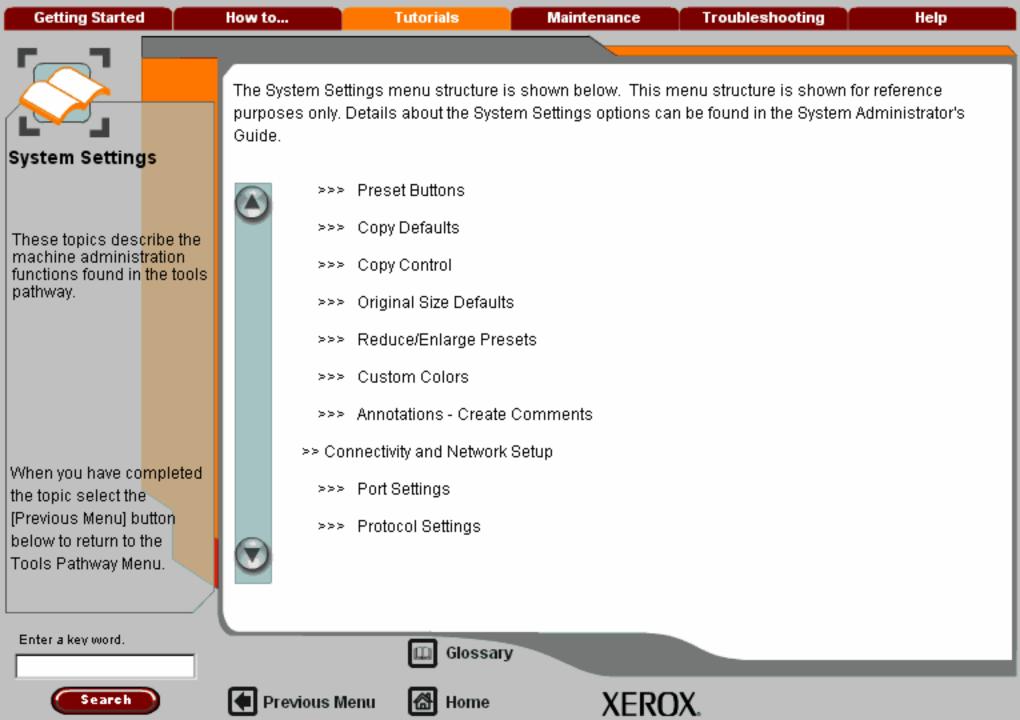


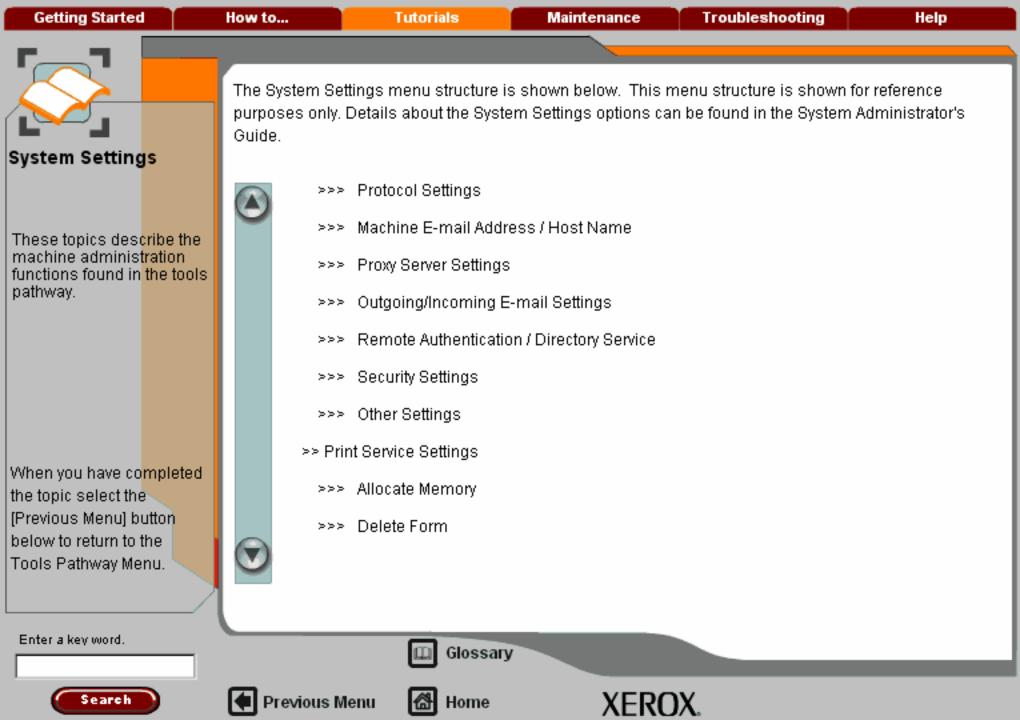


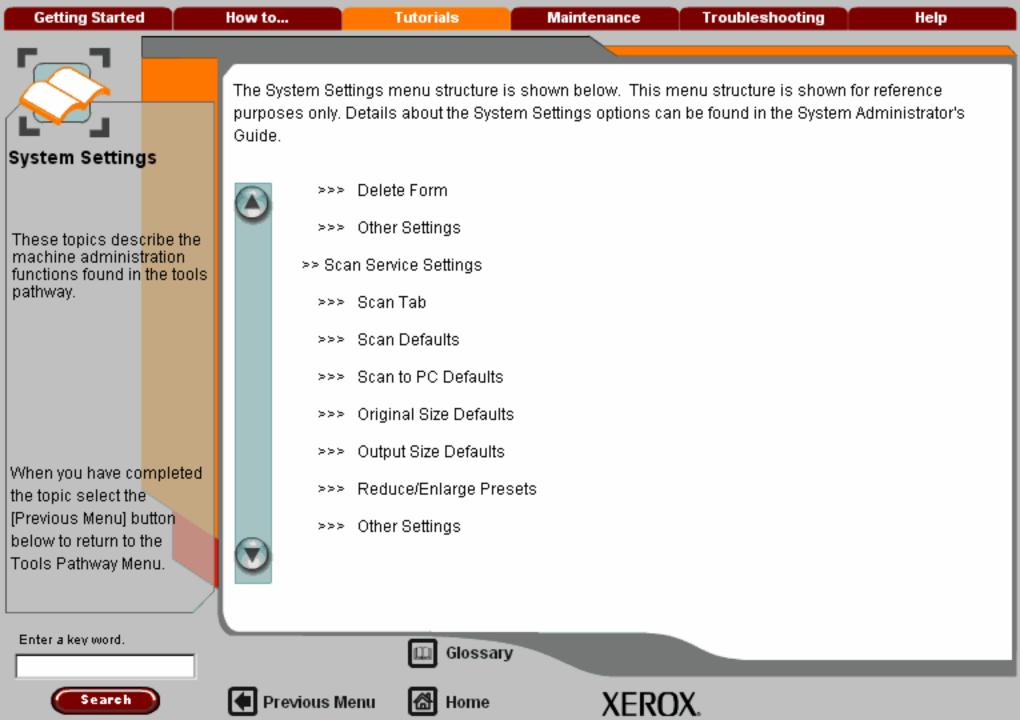


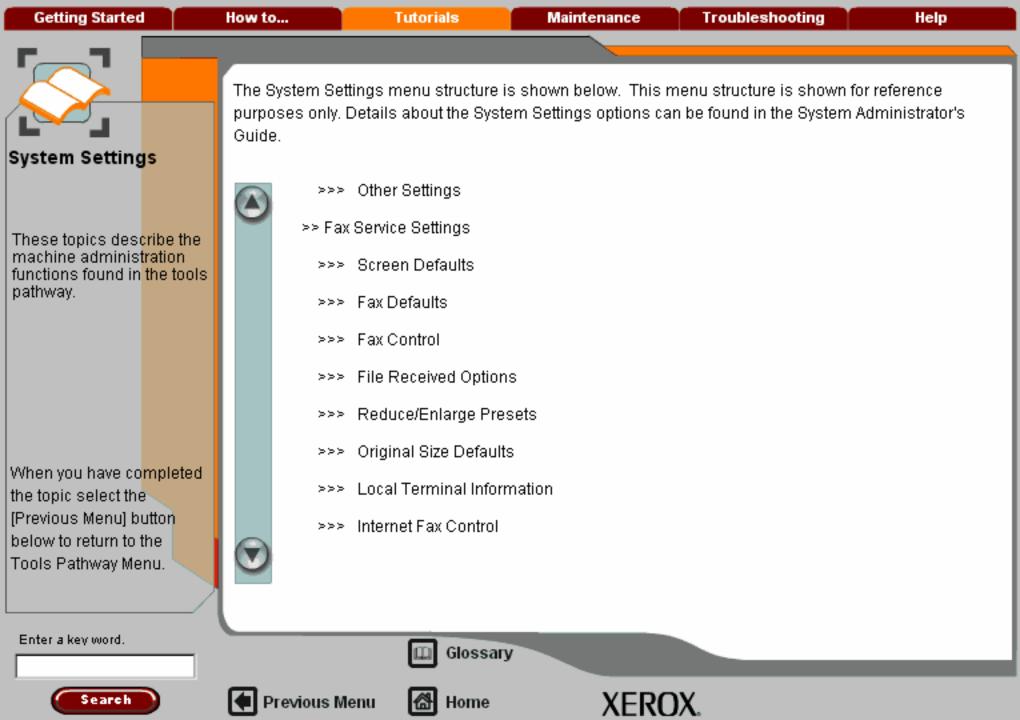


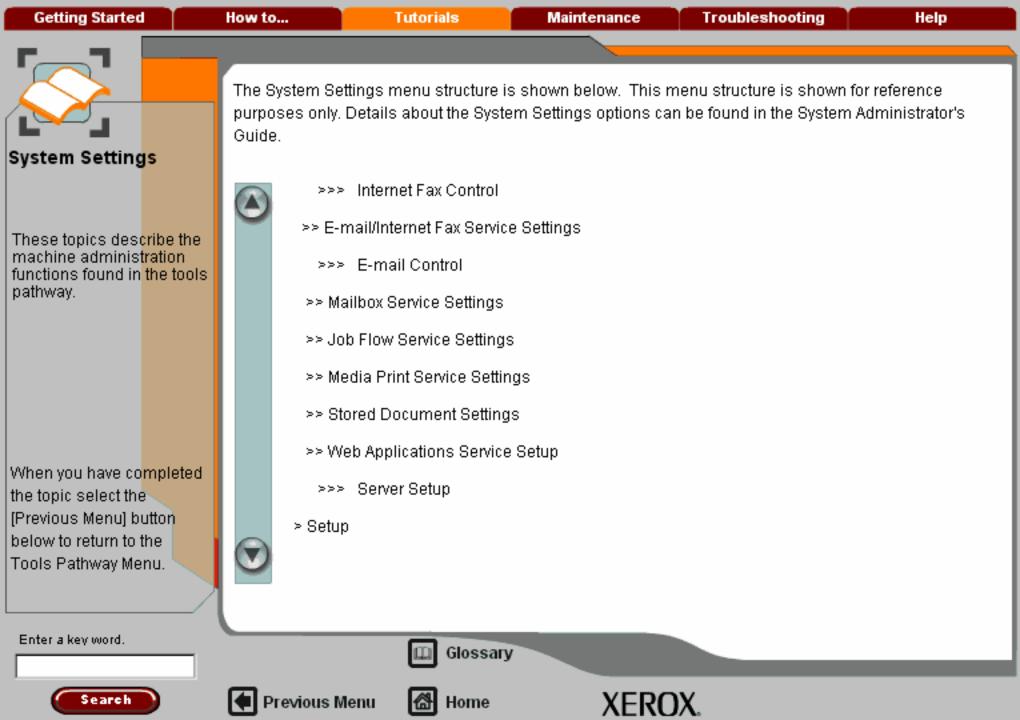


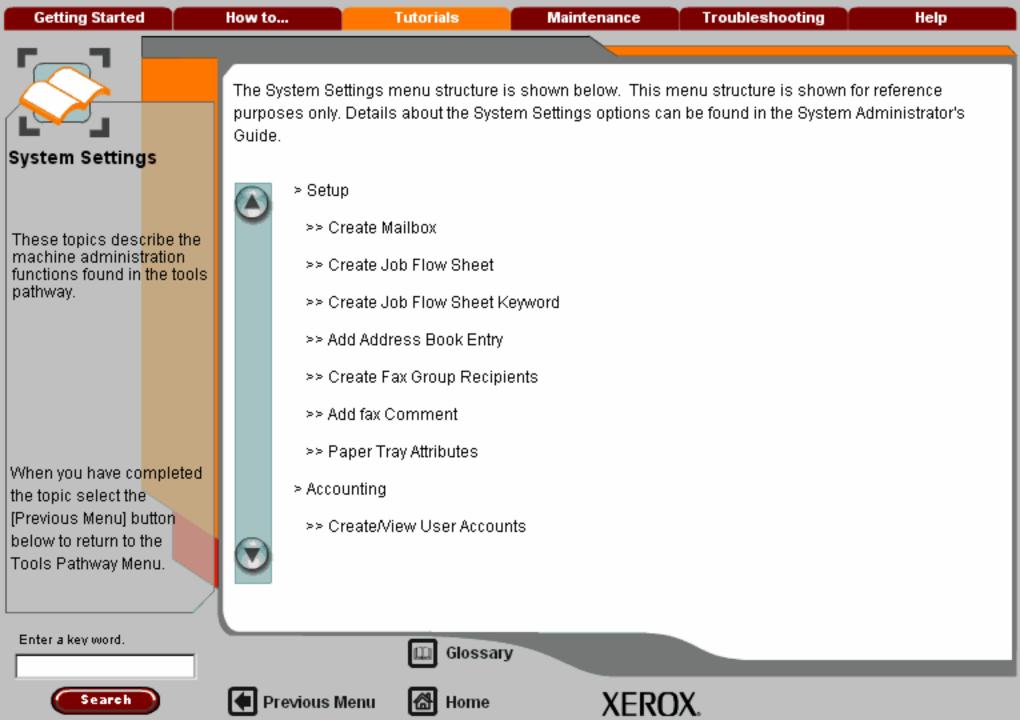


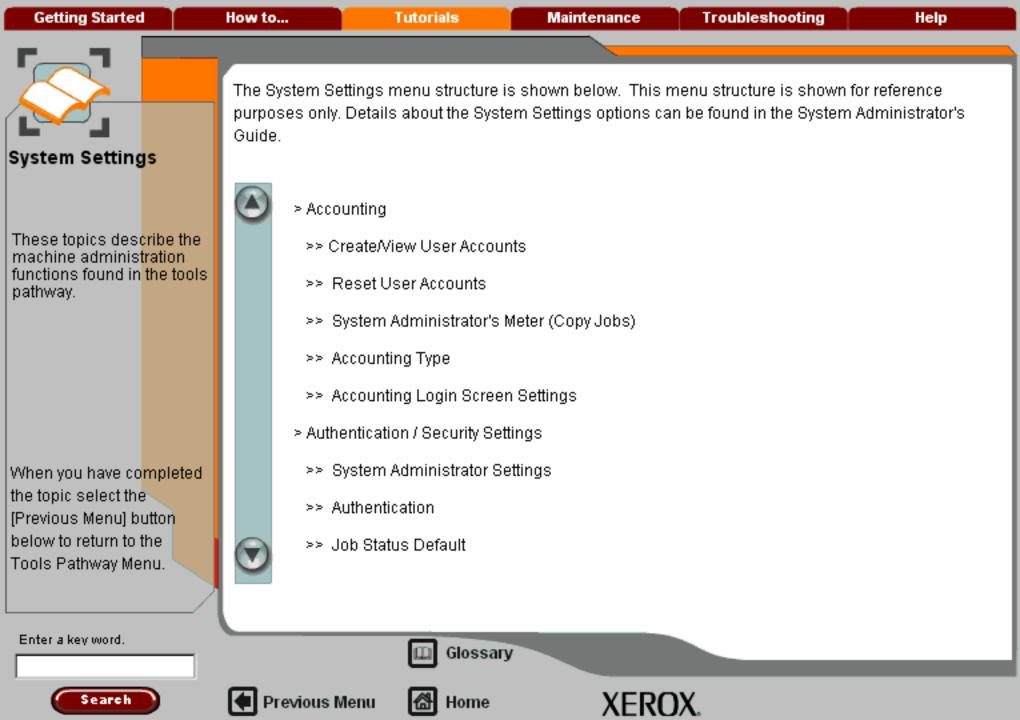












Getting Started How to... Tutorials Maintenance Troubleshooting Help



Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how you job is being processed. Similarly, the machine status topics tell you the status of the machine.

Job Status

Other Queues

Managing Jobs

Machine Information >>>

Faults

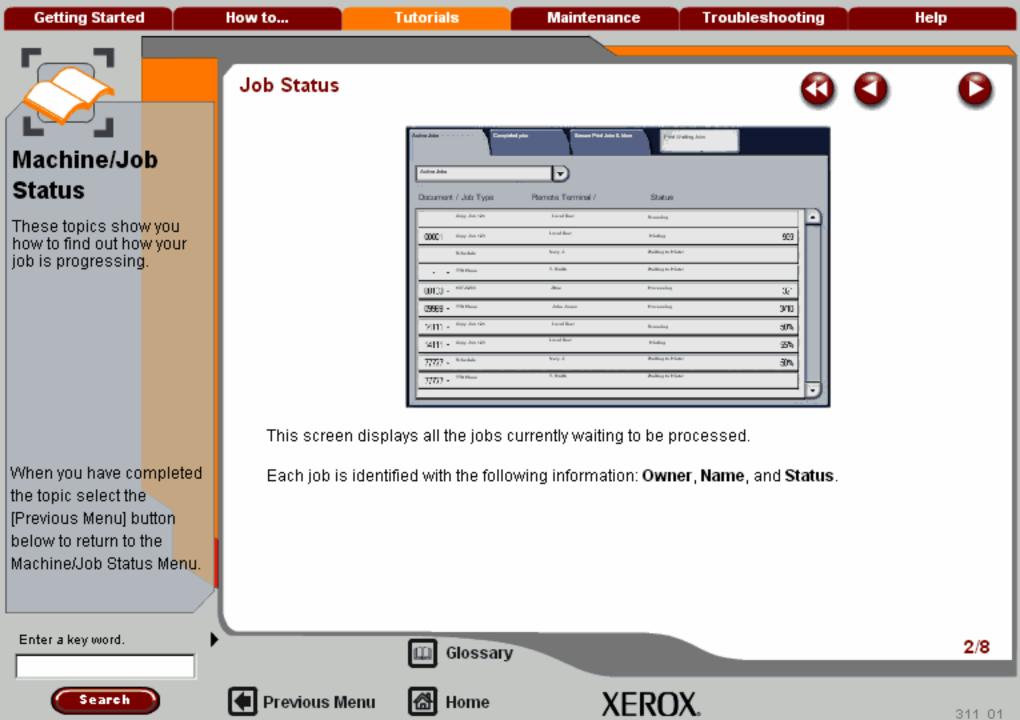
Supplies



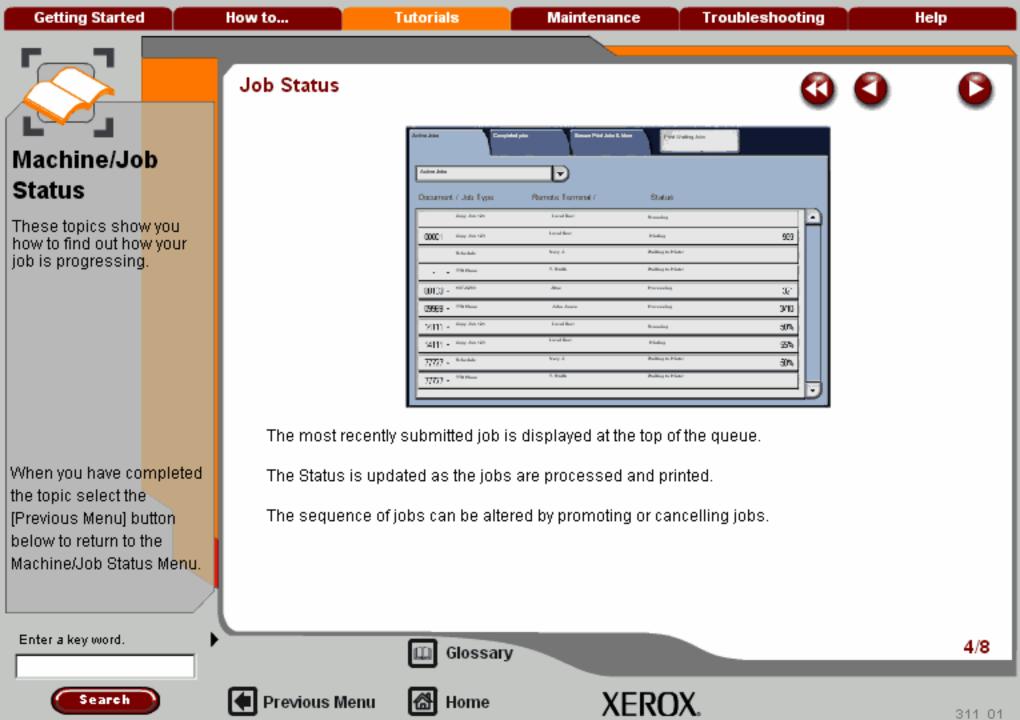


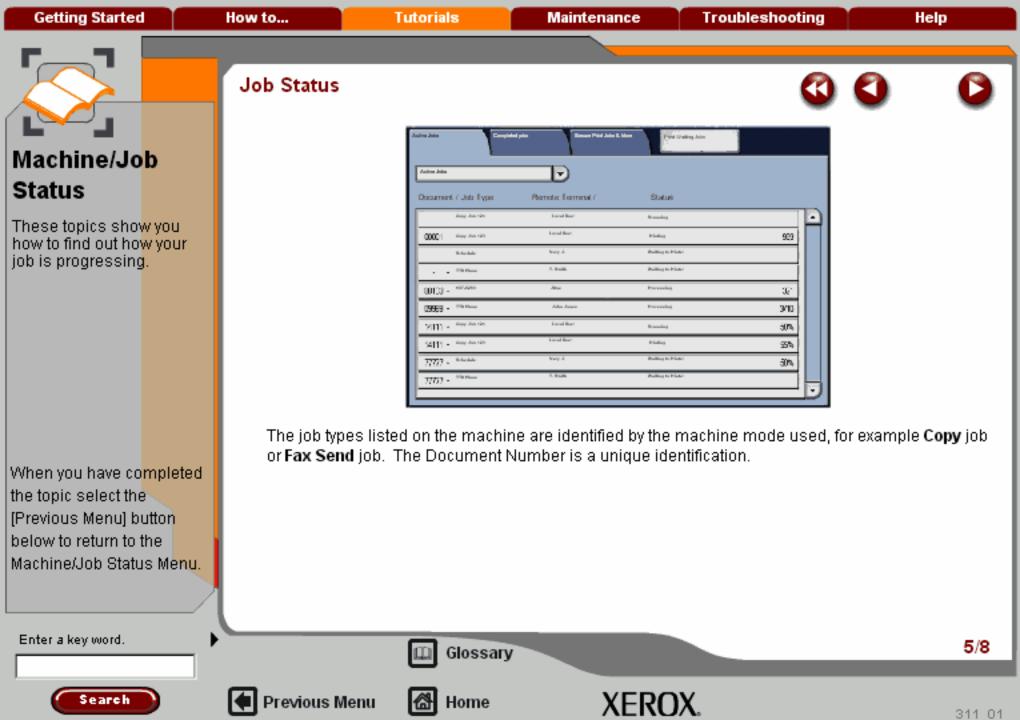


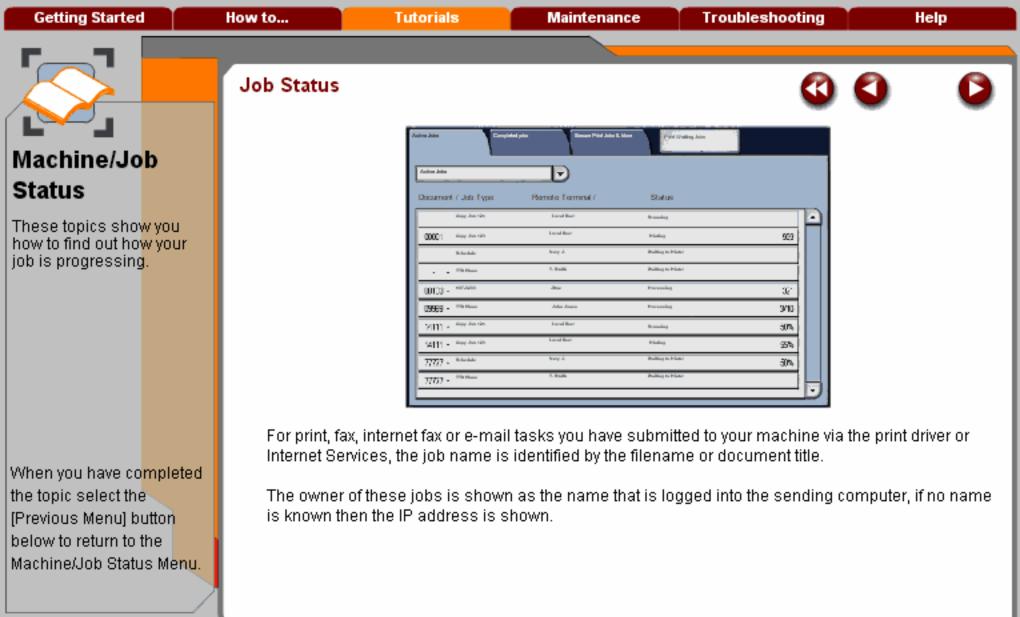












Enter a key word.

Search



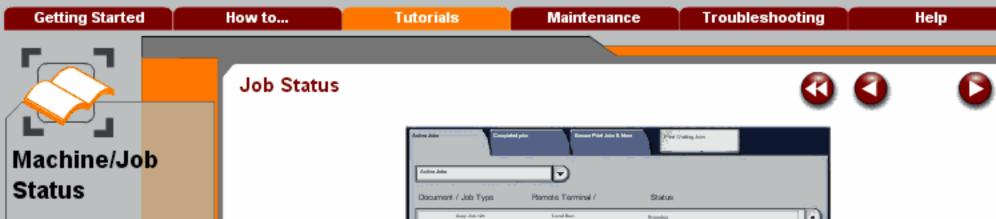












N. Budds

John Joseph

Local Box

000001

00100 -

ISSS -

77727 - Returbs

77777 -

Singer June 1975

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Search

Other job types in the queue, might be fax and internet faxes that have been received from another machine and are awaiting to be printed out at your machine. The job name for these jobs is identified as Fax Receive job and Mailbox Print job, followed by a unique identification number.

Name to

biolog

history

Problem to Print

999

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3/10

átře,

55%

50%

The owner of received fax jobs is identified as the sending machine fax number. The owner of received internet fax jobs is identified as the e-mail address of the sending machine.

Enter a key word.



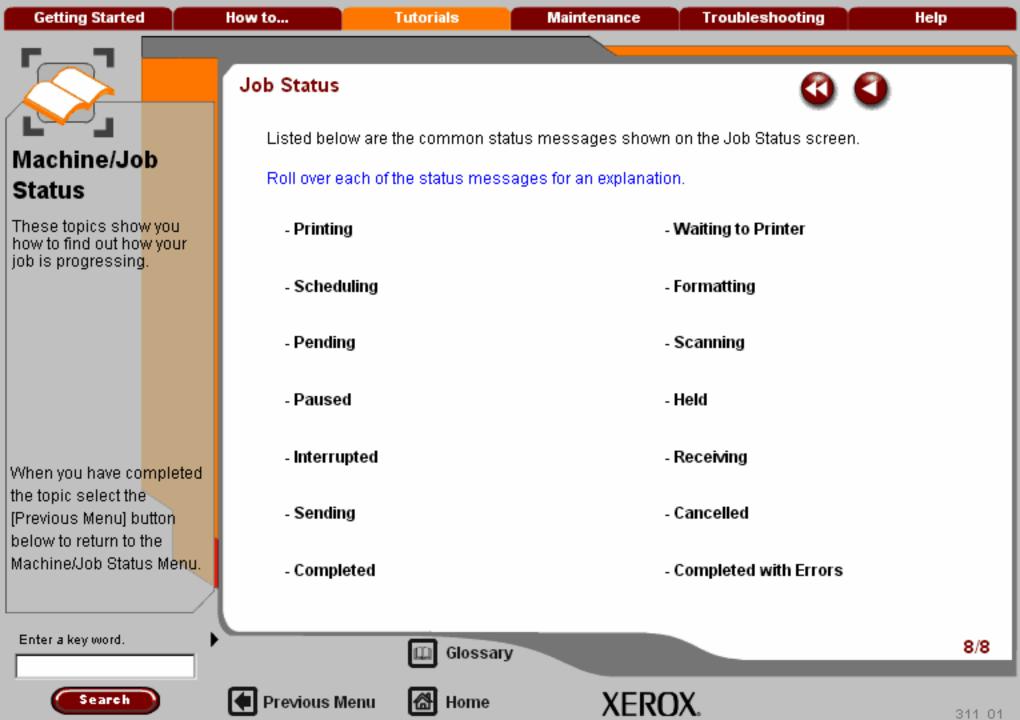
Glossary



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Home







Machine/Jo<mark>b</mark> Status

Getting Started

These topics show you how to find out how your job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Other Queues

On selecting the **Job Status** button, the **Active Jobs** tab is automatically displayed. To view other jobs, select the **Completed Jobs** tab or the **Secure Print Jobs & More** tab.



Enter a key word.



Glossary











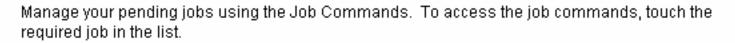
Machine/Jo<mark>b</mark> Status

Getting Started

These topics show you how to find out how your job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Managing Jobs

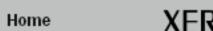


Select job 3, the YTD Plans, T.Smith job.



Enter a key word.











Machine/Job Status

These topics sho<mark>w you</mark> how to find out ho<mark>w your</mark> job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Managing Jobs







The job command buttons available depend on the selected job.



Enter a key word.















These topics sho<mark>w you</mark> how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

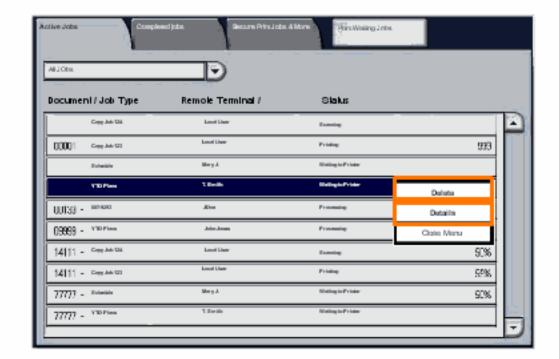
Managing Jobs





To delete a job, select the job in the queue and select the **Delete** button.

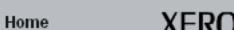
To view detailed information about a job, select the job in the queue and touch the **Details** button.



Enter a key word.



Glossary





Getting Started How to... Tutorials Maintenance Troubleshooting Help



■ Machine/Job Status

These tutorials explain the job status and machine status features of the machine.

The job status topics explain how to find out how you job is being processed. Similarly, the machine status topics tell you the status of the machine.









Faults

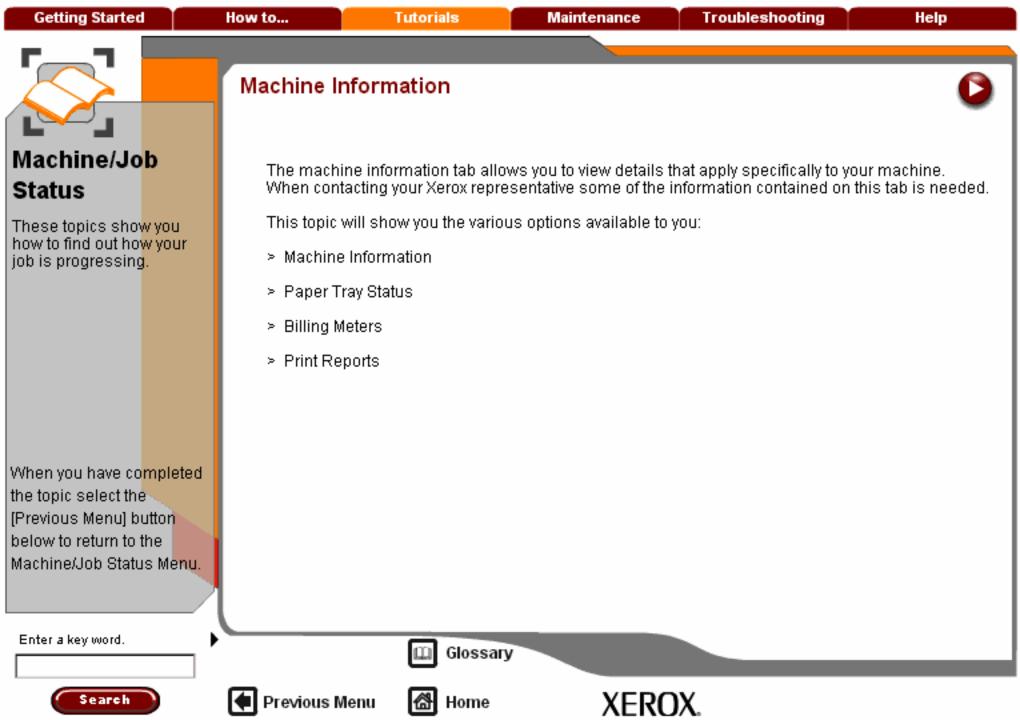
Supplies













Machine/Jo<mark>b</mark> Status

These topics show you how to find out how your job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Machine Information

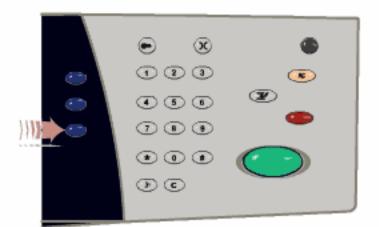




The Machine Information screen displays data needed for service calls and contact numbers.

Access to Machine Information is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Machine Information** tab on the touch screen.



Enter a key word.



Glossary

Topic 1/4

1/4







Home X



These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Machine Information







The Machine Information screen displays data needed for service calls and contact numbers.

Access to Machine Information is via the Machine Status button on the control panel.

Select the **Machine Status** button on the control panel and the **Machine Information** tab on the touch screen.



Enter a key word.



Glossary

Topic 1/4

2/4

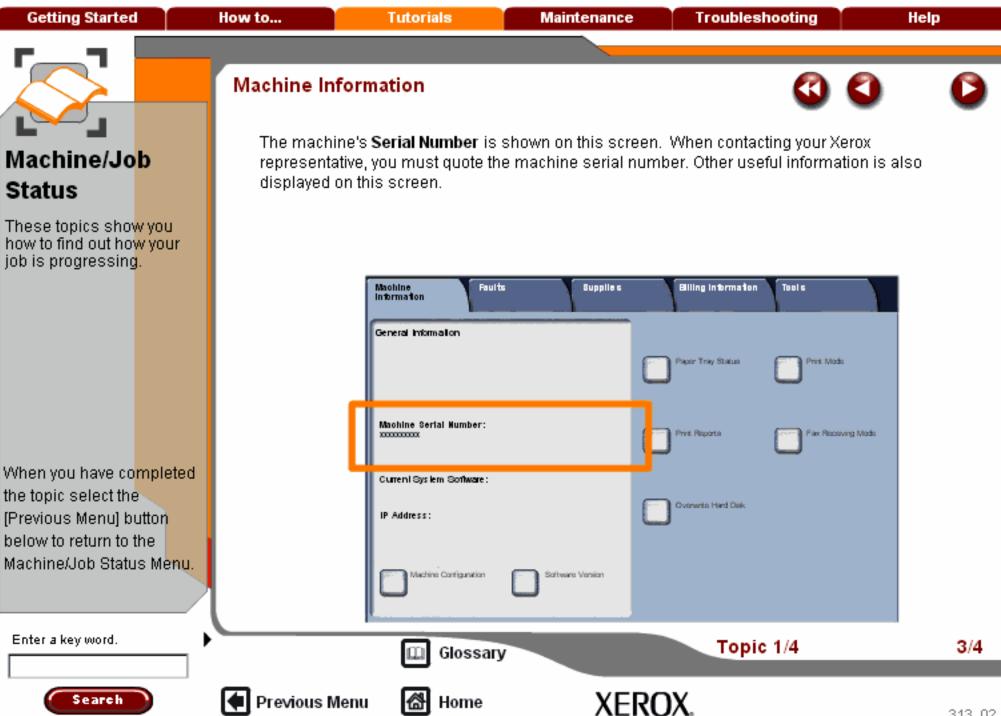


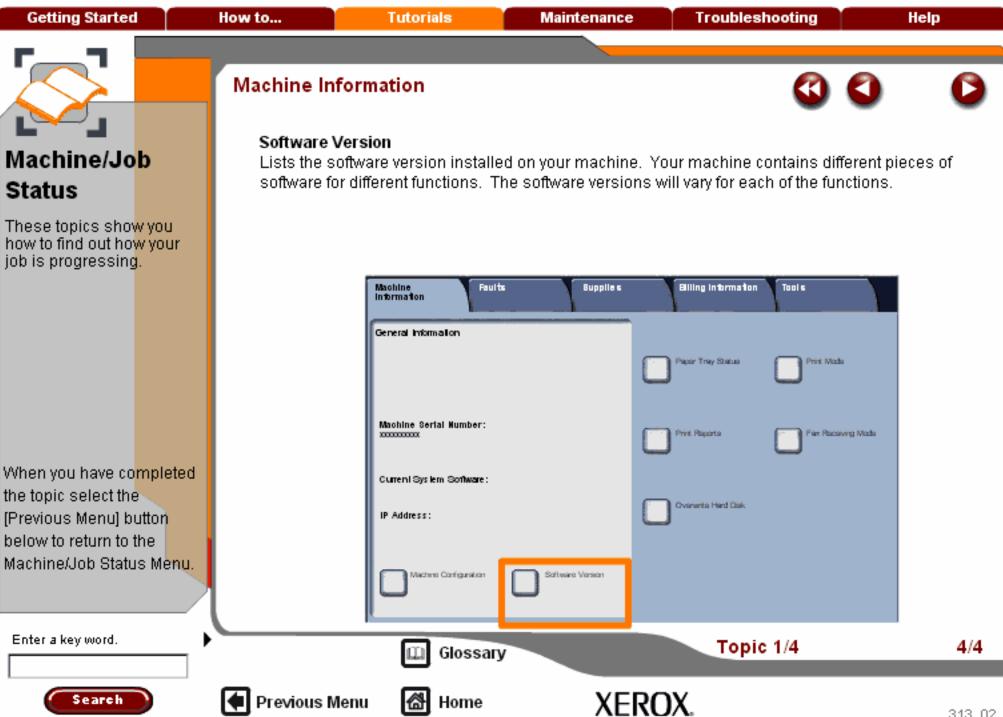


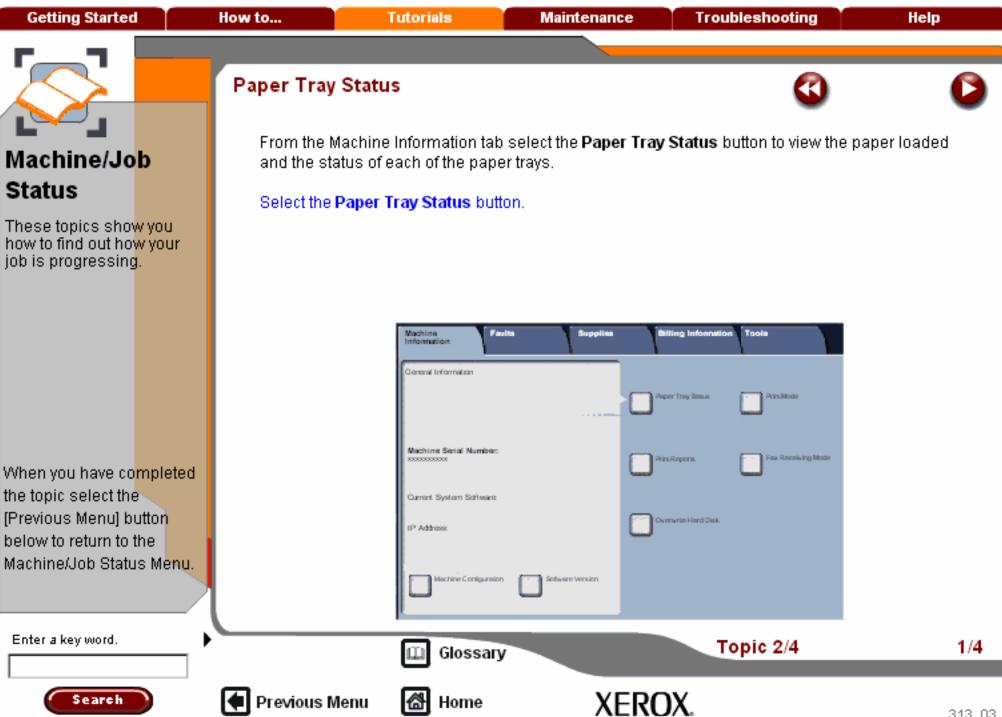


Home











These topics show you how to find out how your job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Paper Tray Status

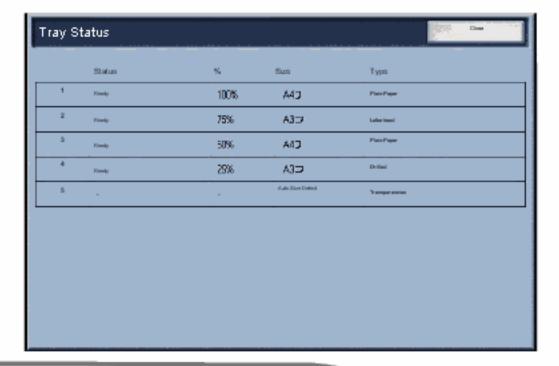






Information about each of the trays, including the Bypass Tray, is displayed. The **Paper Size** and **Paper Type** are the attributes set when loading the trays.

Refer to the Paper and Media tutorial for more information.



Enter a key word.



Glossary

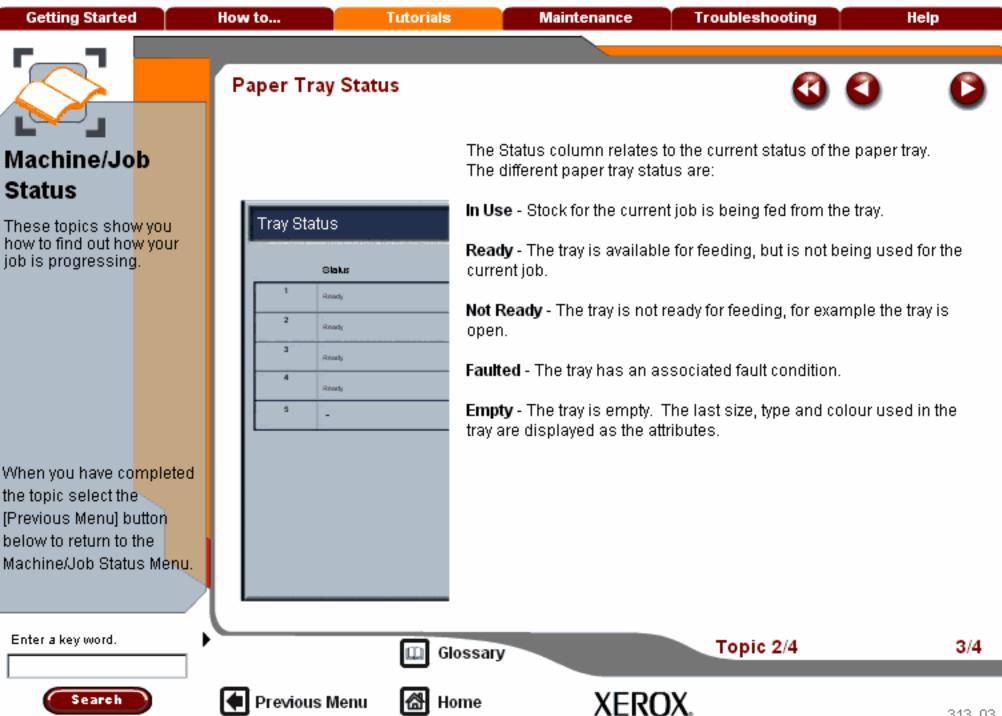
Topic 2/4













These topics show you how to find out how your job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

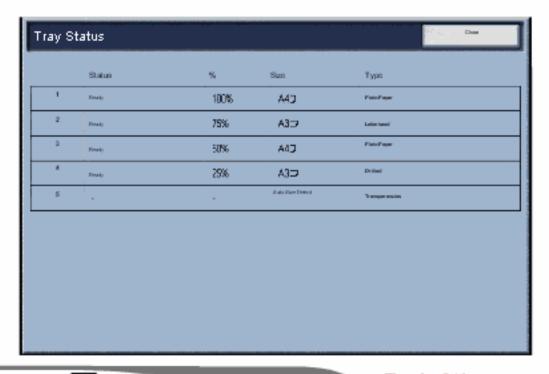
Paper Tray Status







The information displayed on the Tray Status screen is automatically updated if the status of any tray changes.



Enter a key word.



Glossary

Topic 2/4











These topics show you how to find out how your job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Billing Meters







The **Billing Meters** screen provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.



Enter a key word.



Glossary

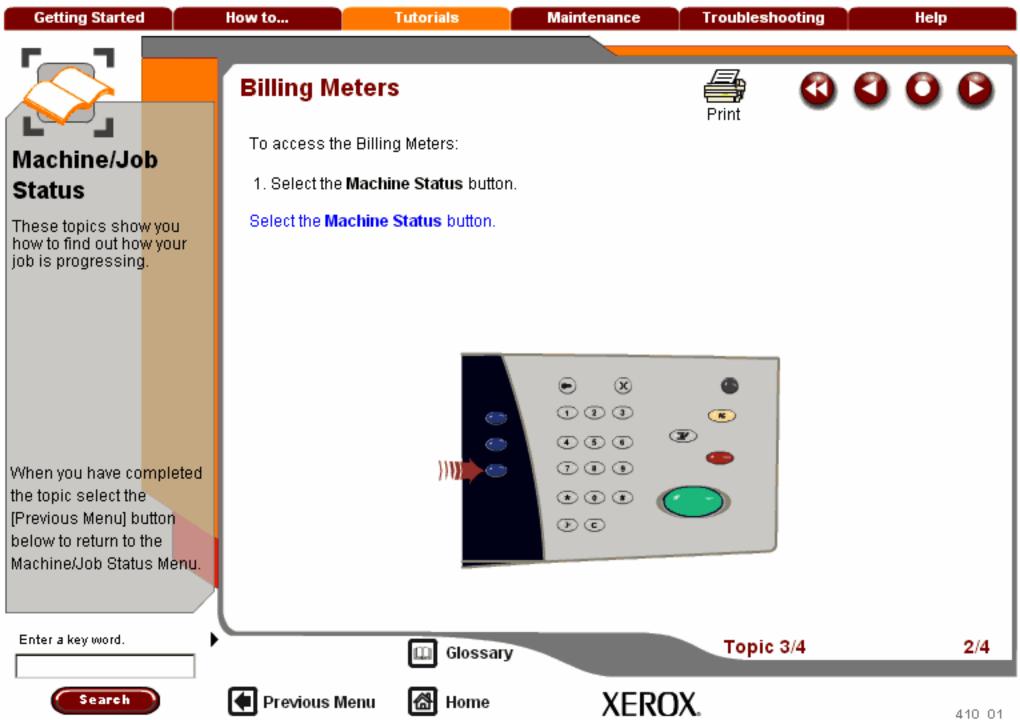
Topic 3/4

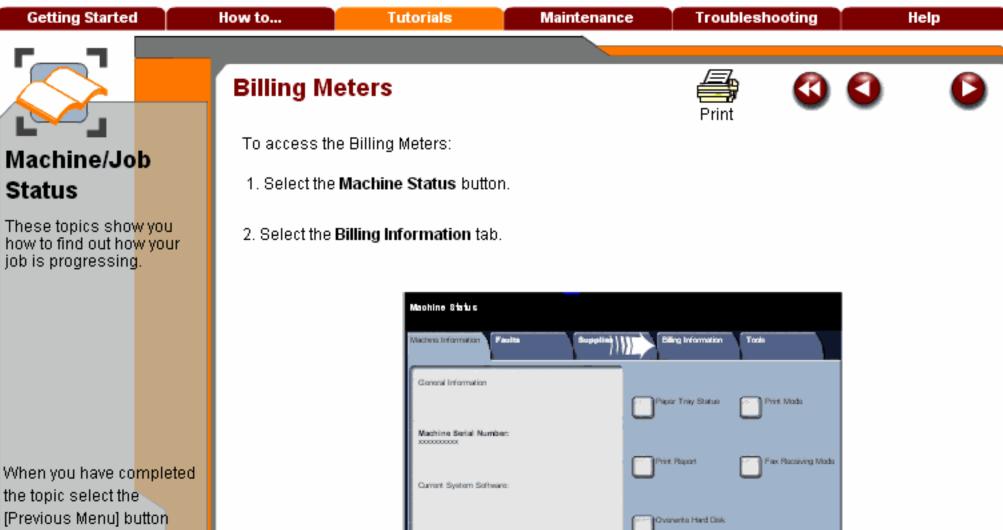












below to return to the Machine/Job Status Menu.

Enter a key word.

Glossary

Configuration

Topic 3/4

3/4







IP Address:



Software Version



These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Billing Meters



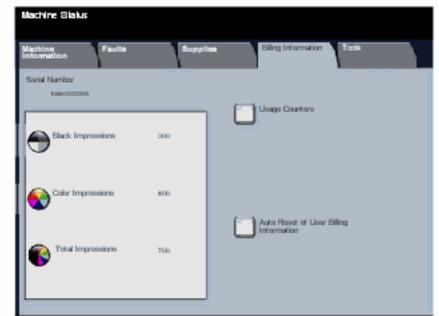






To access the Billing Meters:

- 1. Select the Machine Status button.
- 2. Select the Billing Information tab.
- 3. The Billing Meters are displayed.



Enter a key word.



Glossary

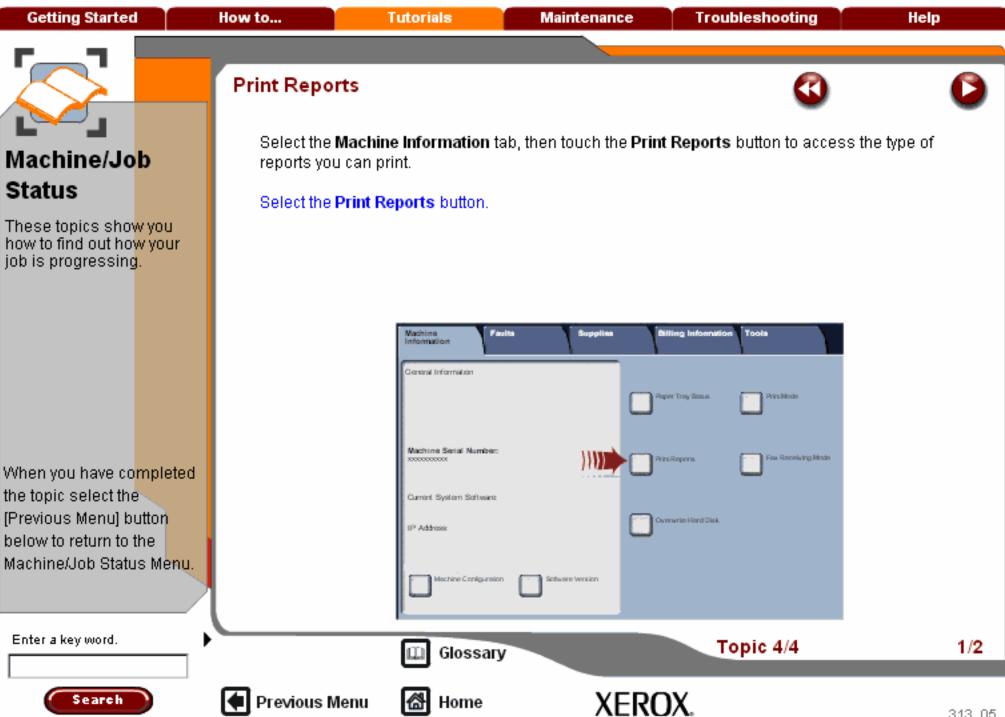
Topic 3/4

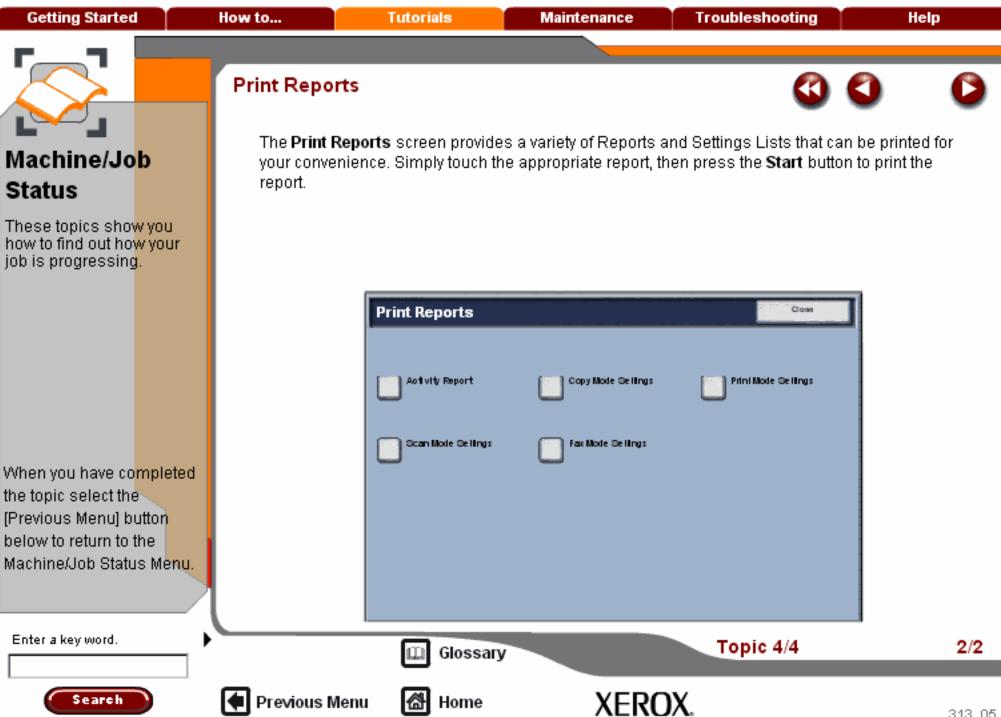


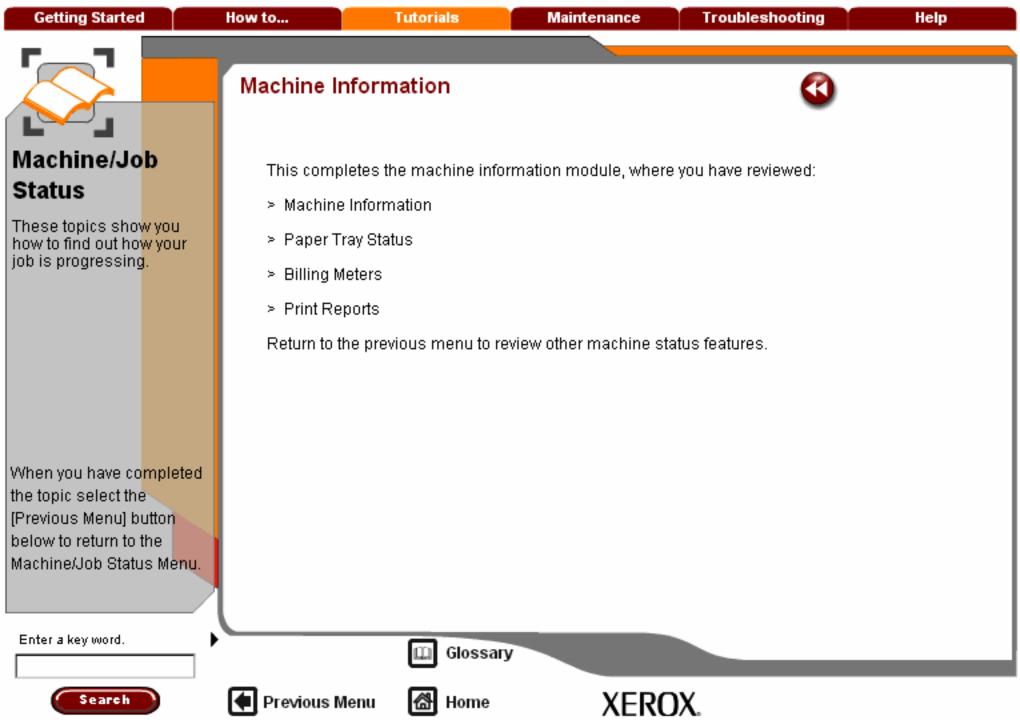














These topics sho<mark>w you</mark> how to find out ho<mark>w your</mark> job is progressing.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

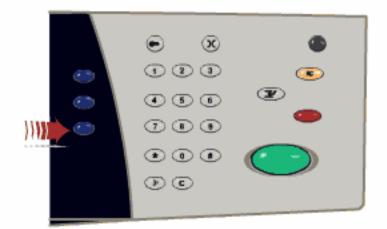
Faults Overview



The **Faults** tab allows access to the Current Faults, Current Messages, and Fault History information for your machine.

Access to the Faults tab is via the Machine Status button on the control panel.

Select the Machine Status button on the control panel and the Faults tab on the touch screen.



Enter a key word.



Glossary















Machine/Jo<mark>b</mark> Status

These topics show you how to find out how your job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Faults Overview



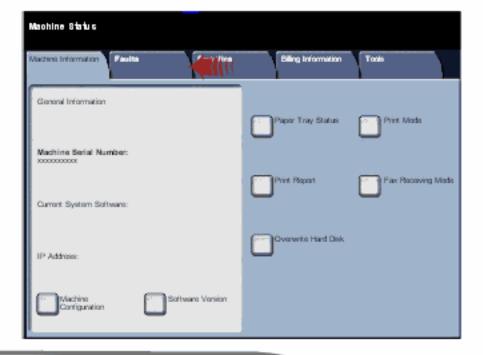




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Select the Machine Status button on the control panel and the Faults tab on the touch screen.



Enter a key word.



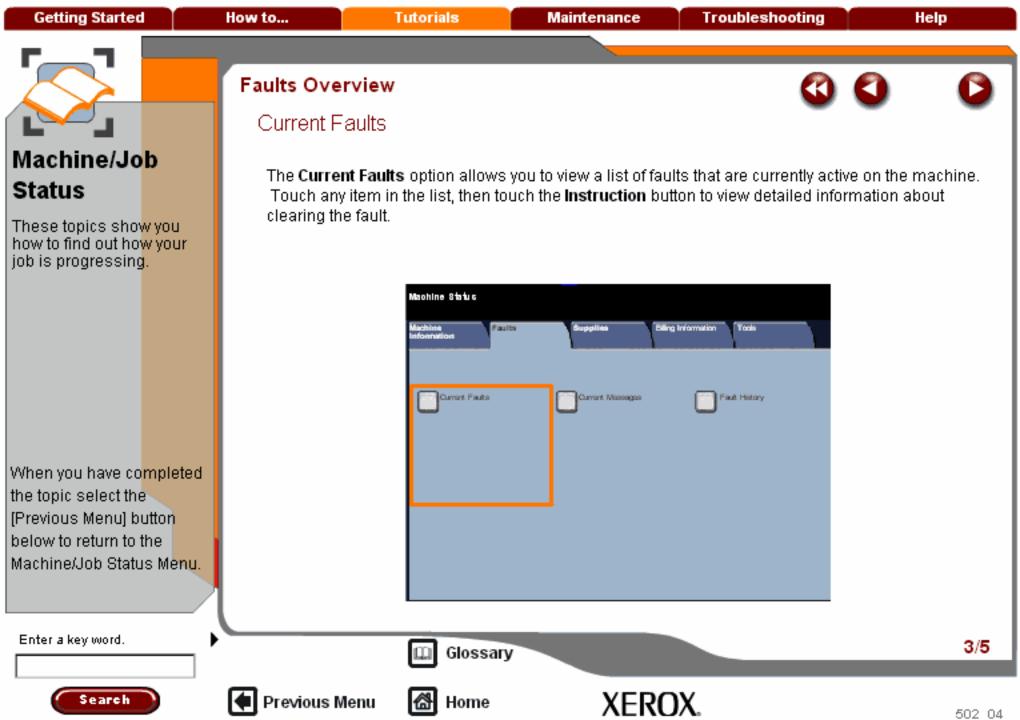
Glossary

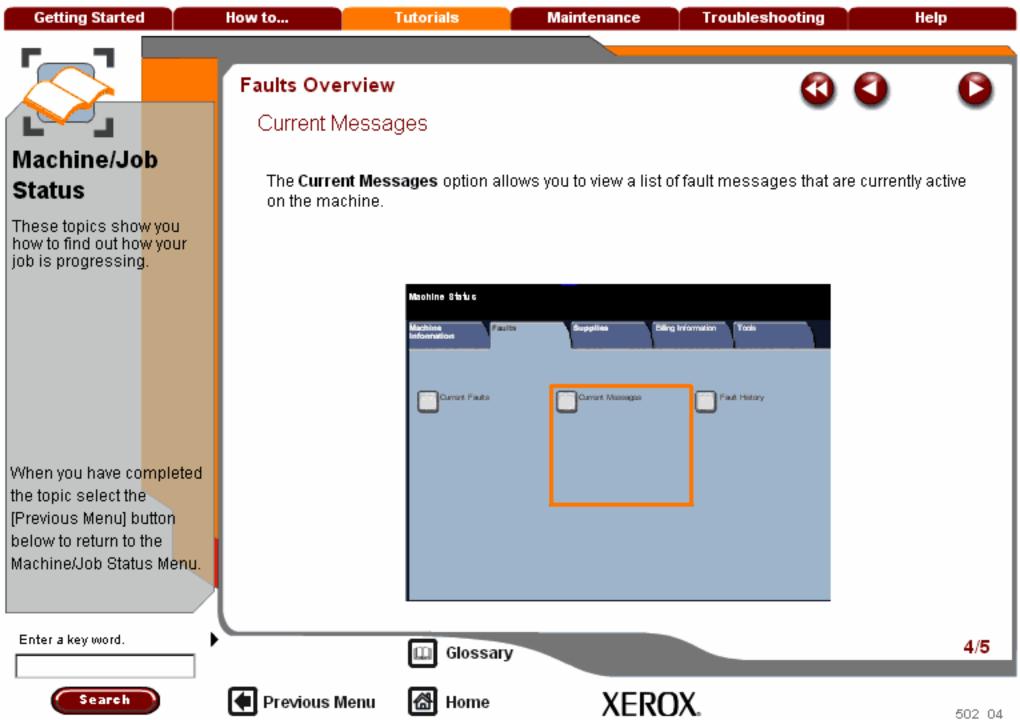


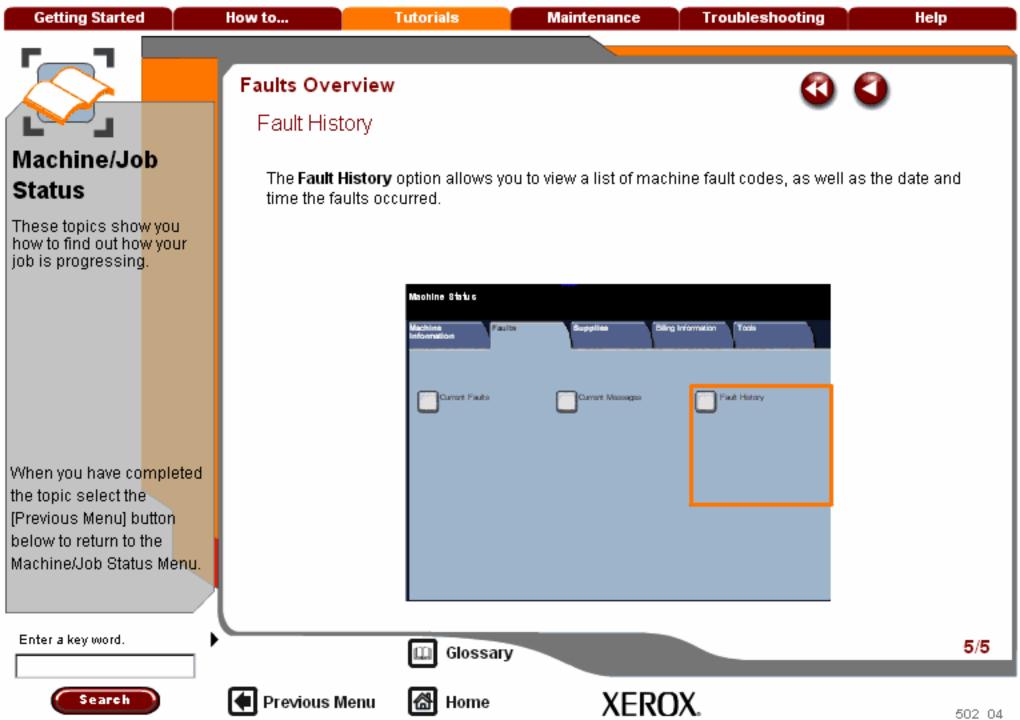














These topics show you how to find out how your job is progressing.

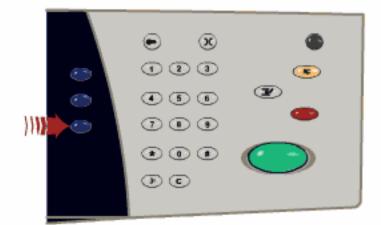
When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Supplies

View the status of the machine consumables to gain an indication of when the customer replaceable units need to be replaced.

Access to Supplies is via the Machine Status button on the control panel.

Select the Machine Status button on the control panel and the Supplies tab on the touch screen.



Enter a key word.



Glossary









These topics sho<mark>w you</mark> how to find out ho<mark>w your</mark> job is progressing.

When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.

Supplies







The supplies information shown is based on your machine's average daily usage and the customer replaceable unit's life-span.



Enter a key word.



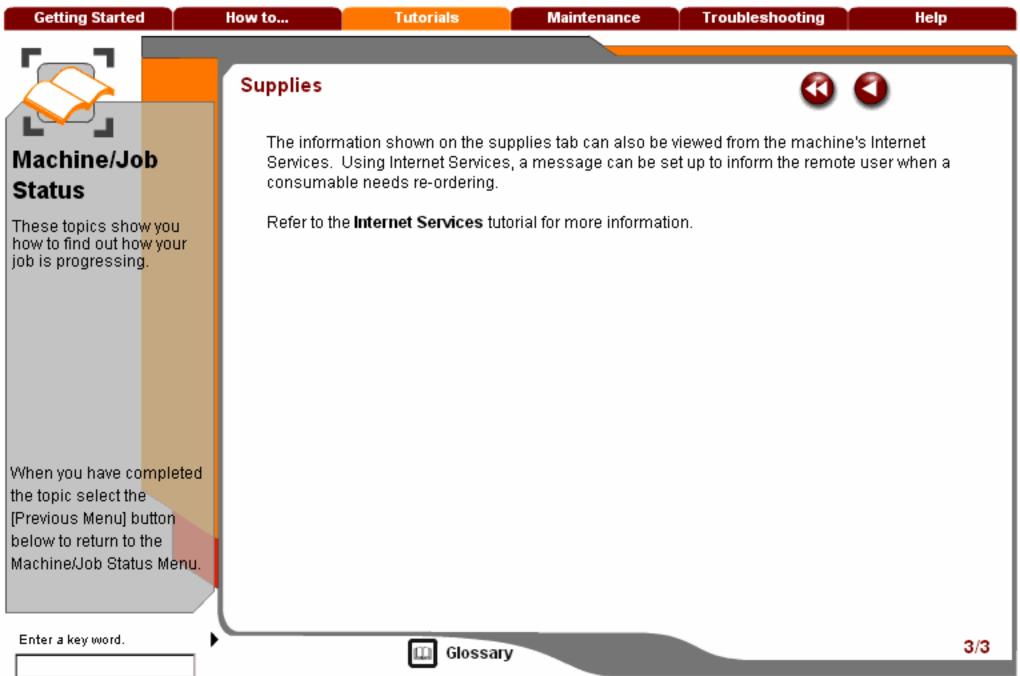
Glossary



Previous Menu

Home







Getting Started Tutorials Troubleshooting How to... Maintenance Help



Internet Services

These tutorials introduce you to the features and functions of Xerox Internet Services. The topics below will show you what Internet Services can do for you and how to access it. However, for detailed information about Internet Services you will be instructed to view the inbuilt Help screens.

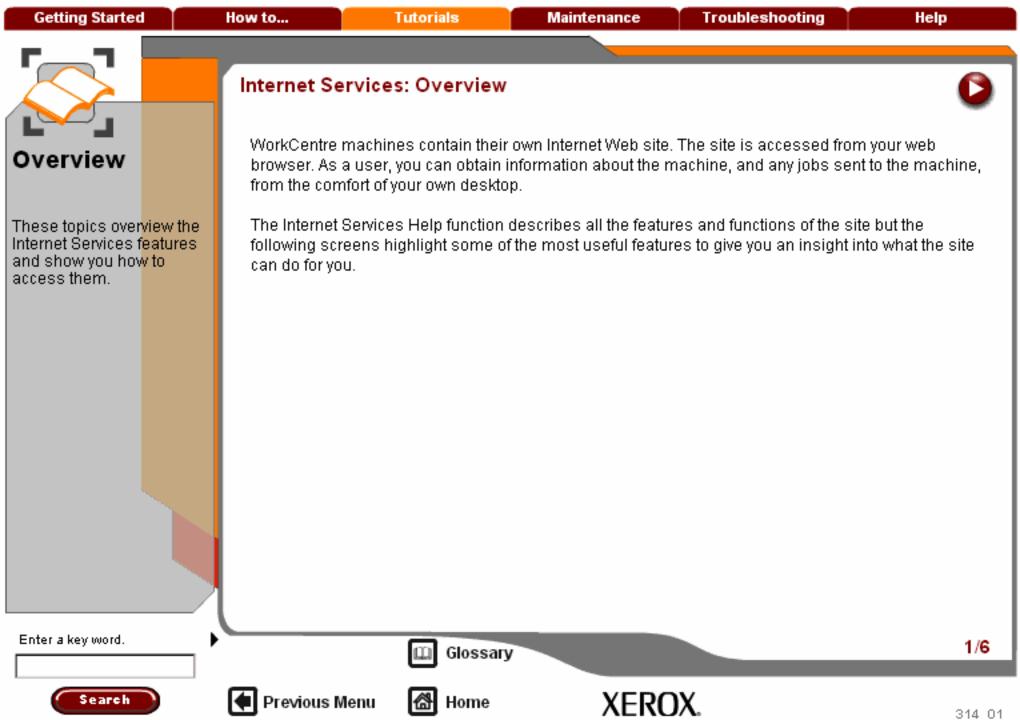
Overview

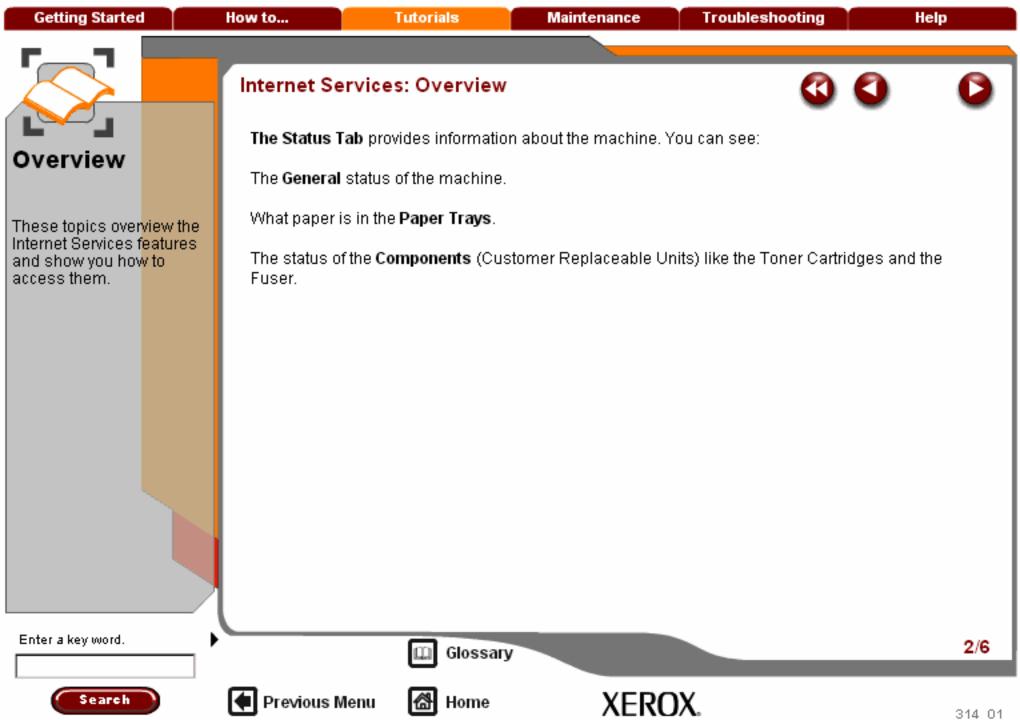
How to Access Internet Services

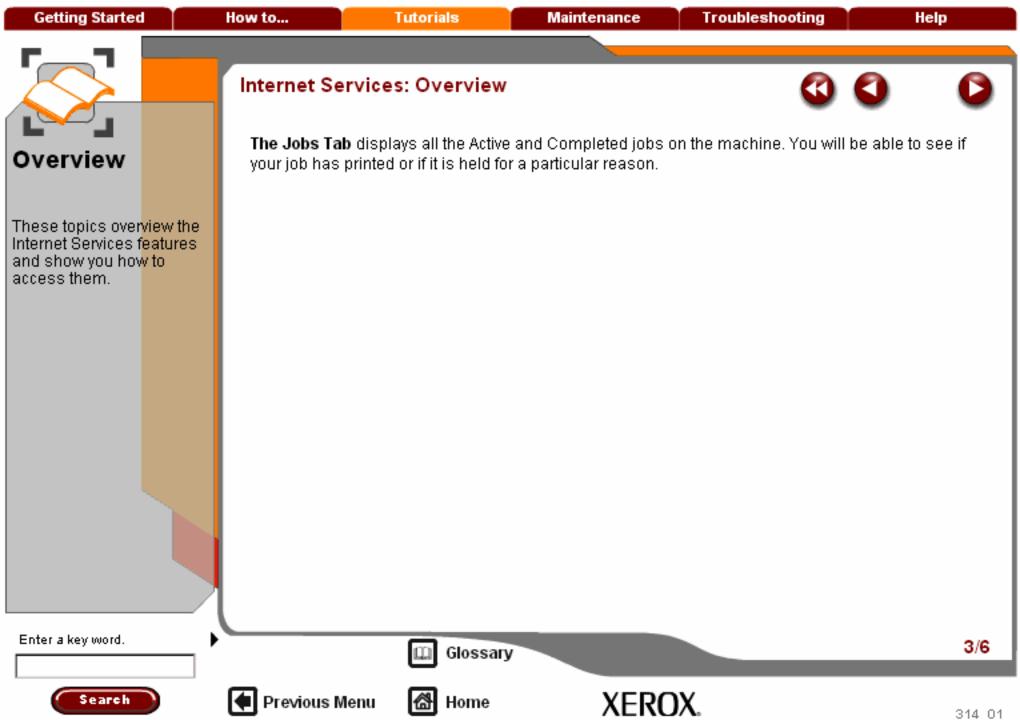


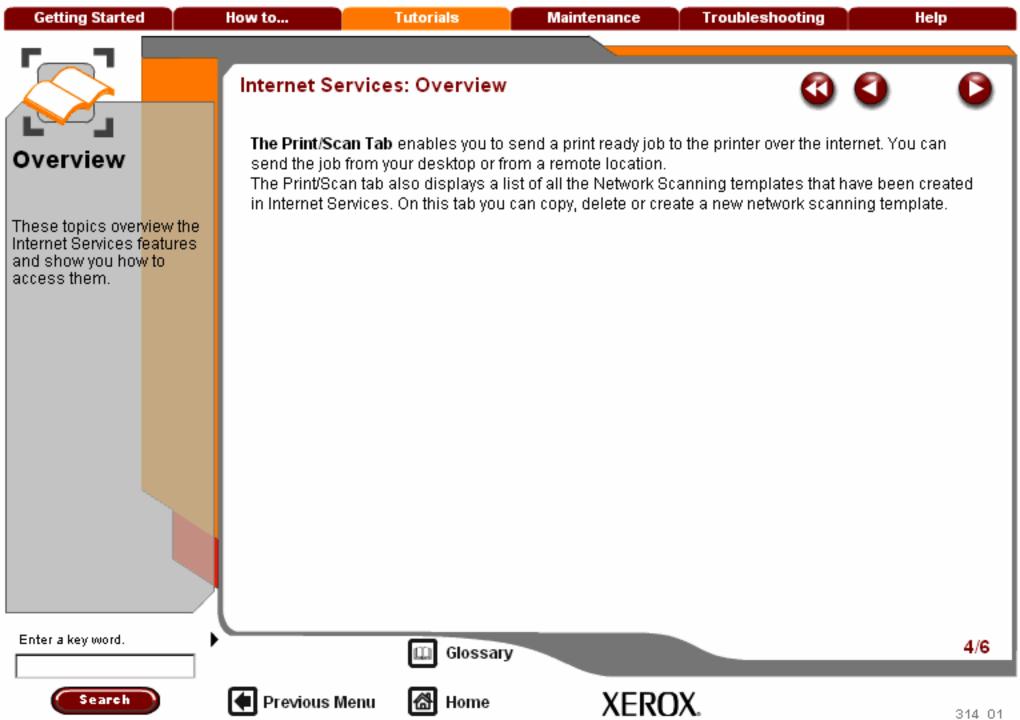


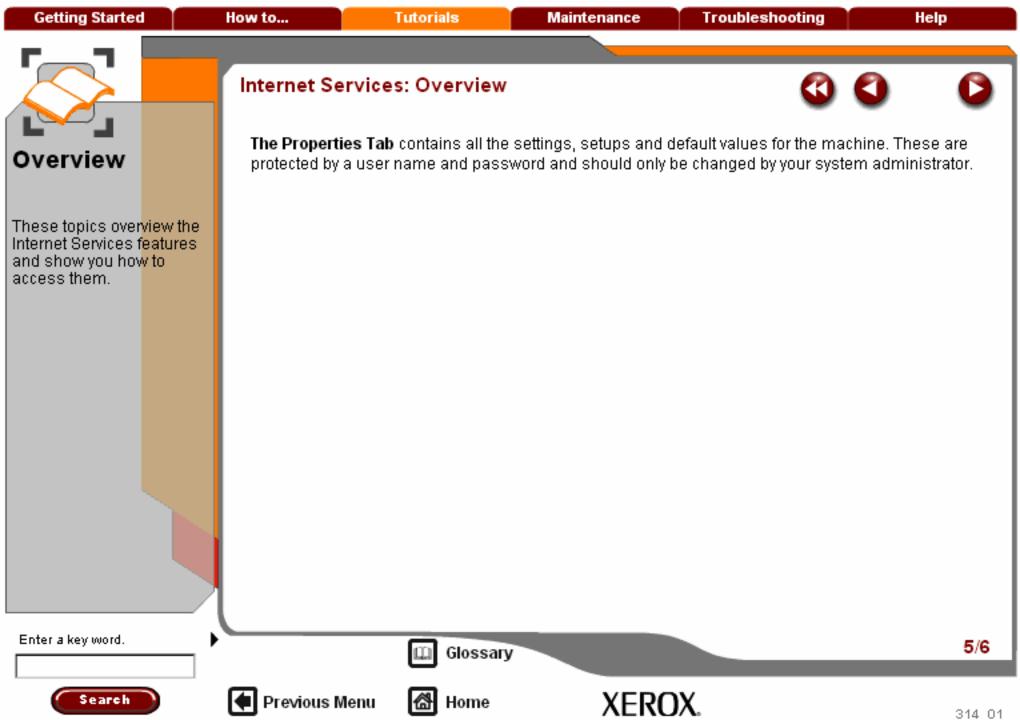


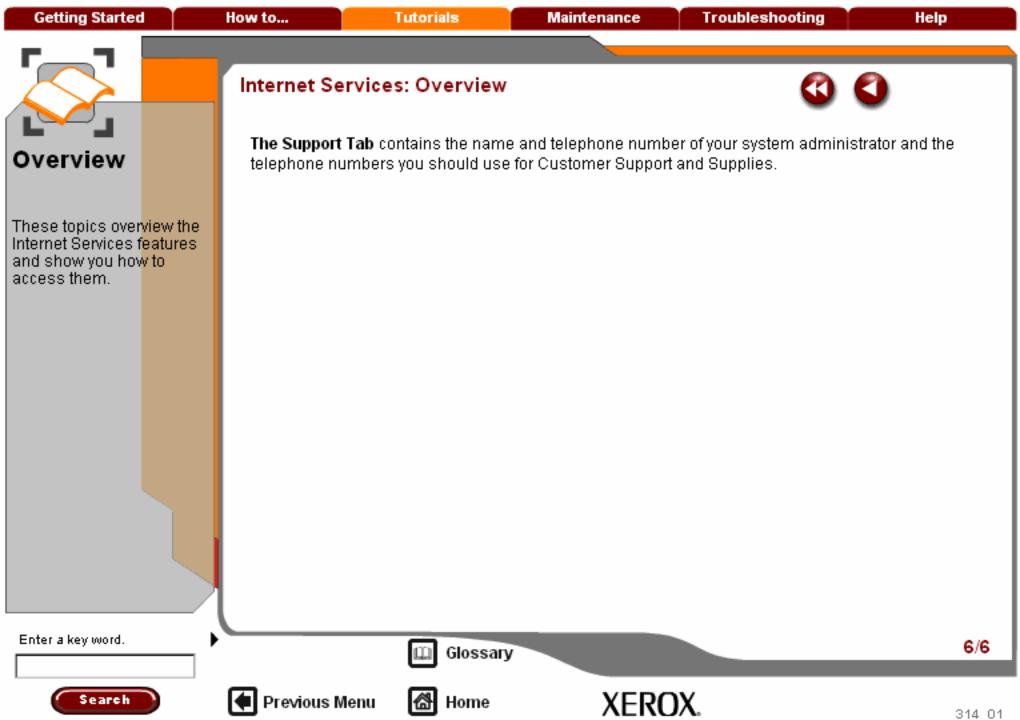


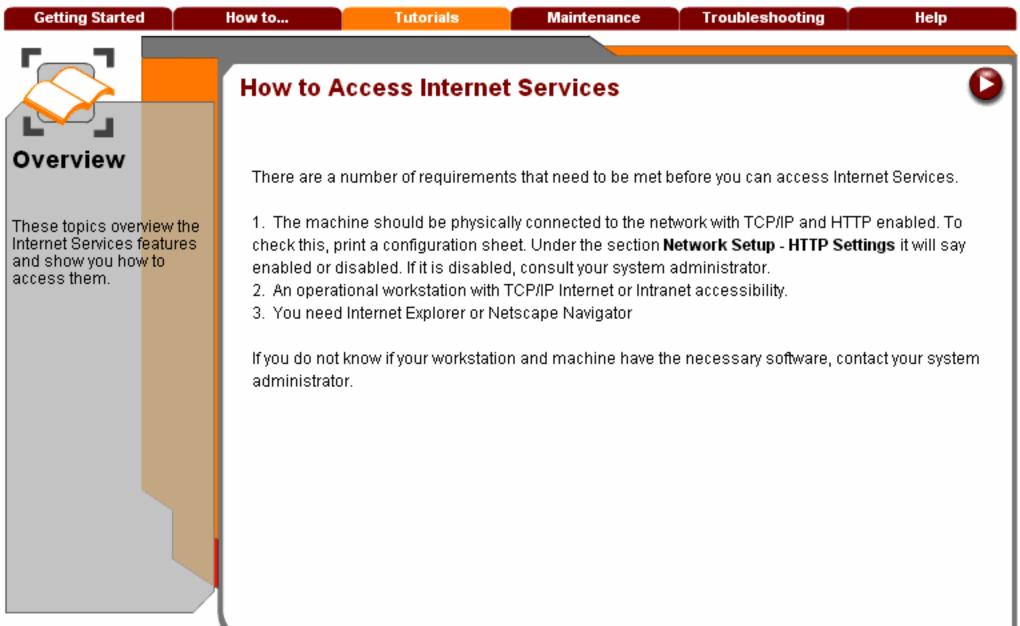


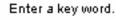
























To access the Internet Services web site you will need the IP address of your machine. The IP address is printed on the machine configuration report.

Enter a key word.



Glossary

2/3



Internet Services features and show you how to

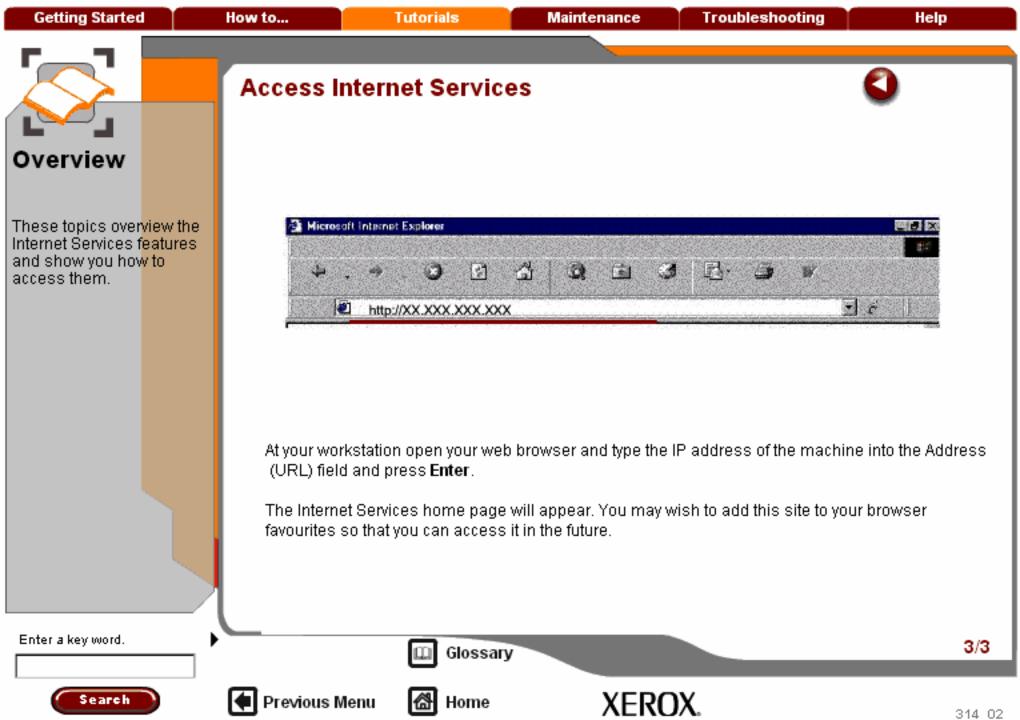
access them.















How to...



Tutorials



Maintenance



Troubleshooting



Help



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Locating the Serial Number

Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

Loading Staples

Customer Replaceable Units





How to...



Tutorials



Maintenance



Troubleshooting



Help



Maintenance

Locating the Serial Number

Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

Loading Staples

Customer Replaceable Units



These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Locating the Serial Number

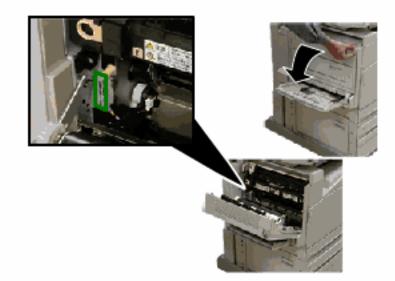






When odering supplies or contacting Xerox for assistance you will be asked to supply your machine serial number.

The serial number is located by opening the door,underneath the Bypass tray, and looking on the right hand side of the machine frame.



Enter a key word.



Glossary









of the screen.

Locating the Serial Number





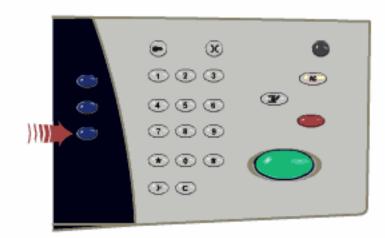






Alternatively the serial number can be located from the touch screen as follows:

1. Select the Machine Status button.



When you have completed the topic select the [Previous Menu] button below.

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top

Enter a key word.



Glossary



Previous Menu







When you have completed the topic select the [Previous Menu] button below.

Locating the Serial Number



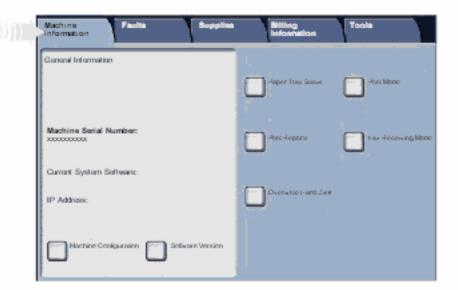






Alternatively the serial number can be located from the touch screen as follows:

- 1. Select the Machine Status button.
- 2. Ensure that the Machine Information tab is selected.



Enter a key word.











When you have completed the topic select the [Previous Menu] button below.

Locating the Serial Number







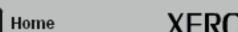
Alternatively the serial number can be located from the touch screen as follows:

- Select the Machine Status button.
- Ensure that the Machine Information tab is selected.
- The machine serial number is displayed on the screen.

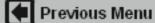
ĺ	Machine Faults Supplies	Billing	Tools
ı	General Information	1.	
		- Japon Iray Social	-Frechitone
1	Machine Serial Number:	-herc-Hoperta	has decening bloss
١	Current System Software:		
	IP Addrisis:	Overwise triang 2 at 8	
	Machine Configuration Software Version		

Enter a key word.













How to...



Tutorials



Maintenance



Troubleshooting



Help



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Locating the Serial Number

Billing Meters

Ordering Supplies

Cleaning your machine

Adjusting Trays 3 and 4

Loading Paper and Media

Loading Staples

Customer Replaceable Units



These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

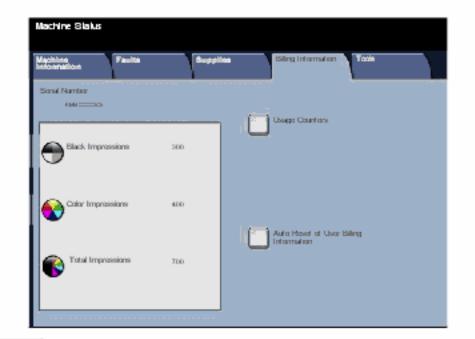
When you have completed the topic select the [Previous Menu] button below.

Billing Meters





The Billing Meters screen provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.



Enter a key word.



Glossary



Previous Menu

Home





When you have completed the topic select the [Previous Menu] button below.

Billing Meters







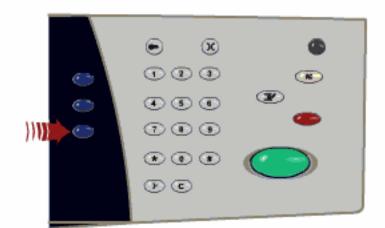




To access the Billing Meters:

Select the Machine Status button.

Select the Machine Status button.



Enter a key word.











When you have completed the topic select the [Previous Menu] button below.

Billing Meters



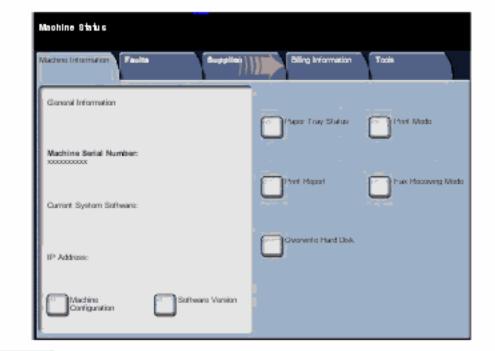






To access the Billing Meters:

- 1. Select the Machine Status button.
- 2. Select the Billing Information tab.



Enter a key word.









When you have completed the topic select the [Previous Menu] button below.

Billing Meters

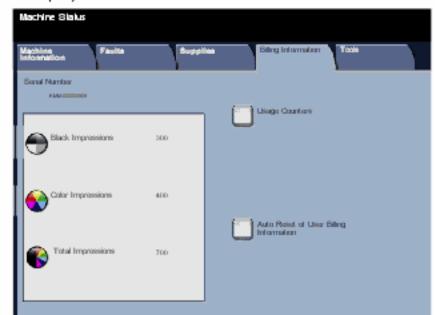






To access the Billing Meters:

- 1. Select the Machine Status button.
- 2. Select the Billing Information tab.
- 3. The Billing Meters are displayed.



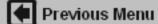
Enter a key word.



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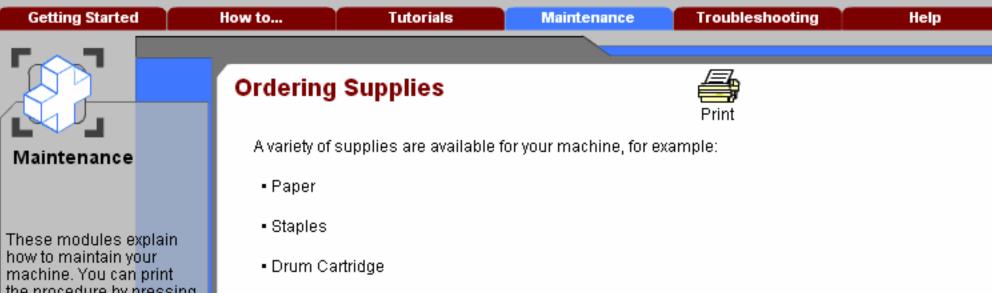
Cleaning your machine

Adjusting Trays 3 and 4

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the procedure by pressing the [Print] button at the top of the screen.

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- Toner Cartridge
- Fuser Cartridge
- Waste Toner Container

To order supplies, contact the Xerox Welcome and Support Centre or visit our Customer Web Site at www.xerox.com.

Enter a key word.



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Cleaning your Machine

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Warning and Caution

The Document Glass

The Control Panel, Touch Screen, Document Handler and Output Trays











These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Warning and Caution



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

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

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

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

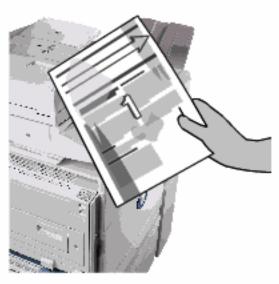
When you have completed the topic select the [Previous Menu] button below.

The Document Glass









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

Enter a key word.



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When you have completed the topic select the [Previous Menu] button below.

The Document Glass









Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, to clean the glass area.

Use a lint-free cloth, lightly dampened with water, Xerox Cleaning Fluid or Xerox Film Remover, to clean the under side of the Document Cover and in the Document Handler.

Enter a key word.



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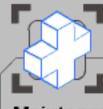




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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

The Control Panel, Touch Screen, Document Handler and Output Trays









Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the touch screen and control panel with a soft, lint-free cloth, lightly dampened with water.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

The Control Panel, Touch Screen, Document Handler and Output Trays











Use a lightly dampened cloth to clean the Document Handler, output trays, paper trays and the outside areas of your machine.

Enter a key word.







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For machines with the High Capacity Feeder Option (shown above) installed, Trays 3 and 4 are dedicated paper trays holding only 8.5"x11", A4, or B5 paper. You can adjust the paper trays to hold either of these sizes. The following sequence shows how to adjust a dedicated HCF Tray 3 to hold 8.5"x11"/A4 paper.

Enter a key word.



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Adjusting Trays 3 and 4











Open the appropriate Tray and move the rear guide to just touch the rear edge of the paper stack.

Enter a key word.

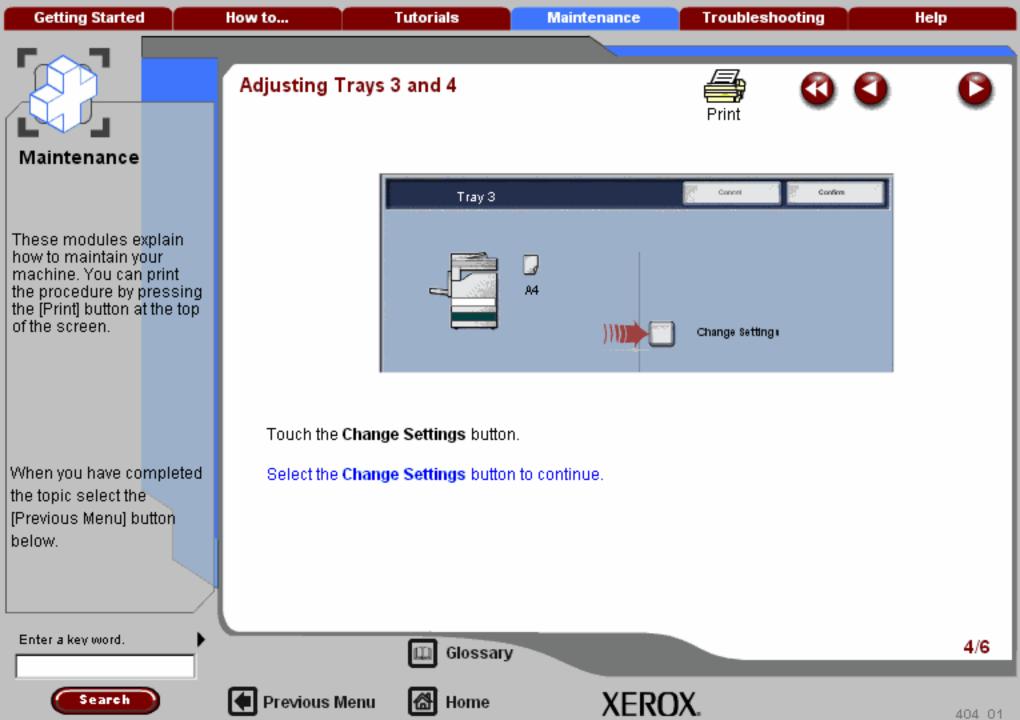














When you have completed the topic select the [Previous Menu] button below.

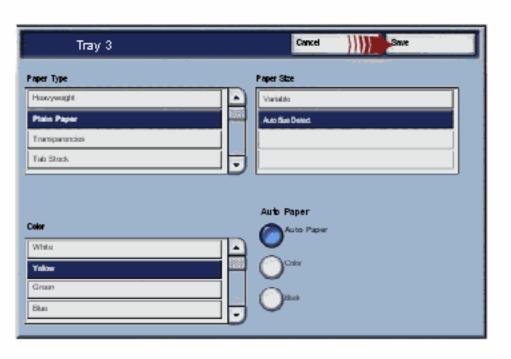
Adjusting Trays 3 and 4











Select the paper size, paper type, and paper color that have been loaded in the tray, then touch the Save button.

Enter a key word.

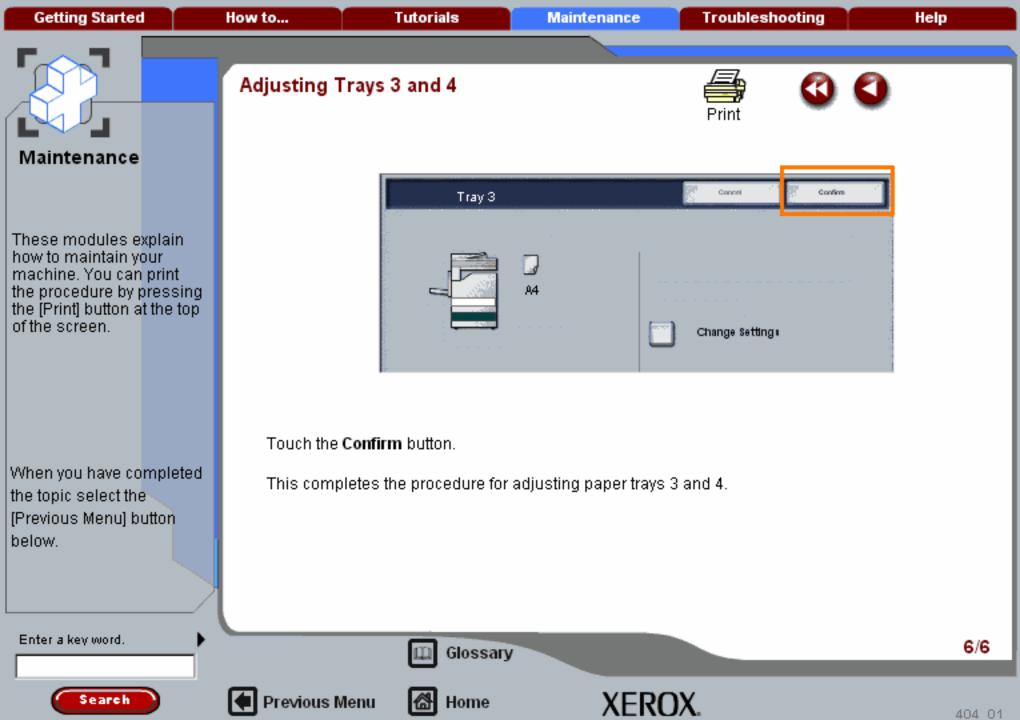


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Load Paper and Media

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Loading paper trays 1 and 2

Loading paper trays 3 and 4

Loading paper in the bypass tray

Hints and Tips







These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading paper trays 1 and 2









Trays 1 and 2 can take 520 sheets of 20lb/80gsm media, in sizes from 5.5"x8.5"/A5 to 11"x17"/A3.

The following procedure shows you how to load Tray 1 with 8.5"x11"/A4 paper.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading paper trays 1 and 2

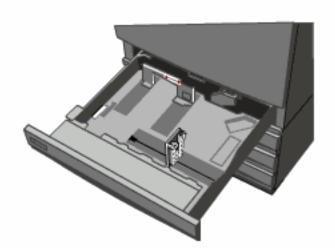












Register the stack of paper against the front left-hand corner of the tray. Paper must not be loaded above the maximum fill line.

Move the right guide to touch the paper stack.

Move the rear guide to just touch the rear edge of the paper stack.

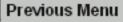
Enter a key word.



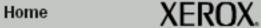
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When you have completed the topic select the [Previous Menu] button below.

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Loading paper trays 1 and 2









The tray information screen will be displayed on the touch screen. If the tray information is correct select the **Confirm** button. Alternatively change the paper size or paper type by selecting the **Change Settings** button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



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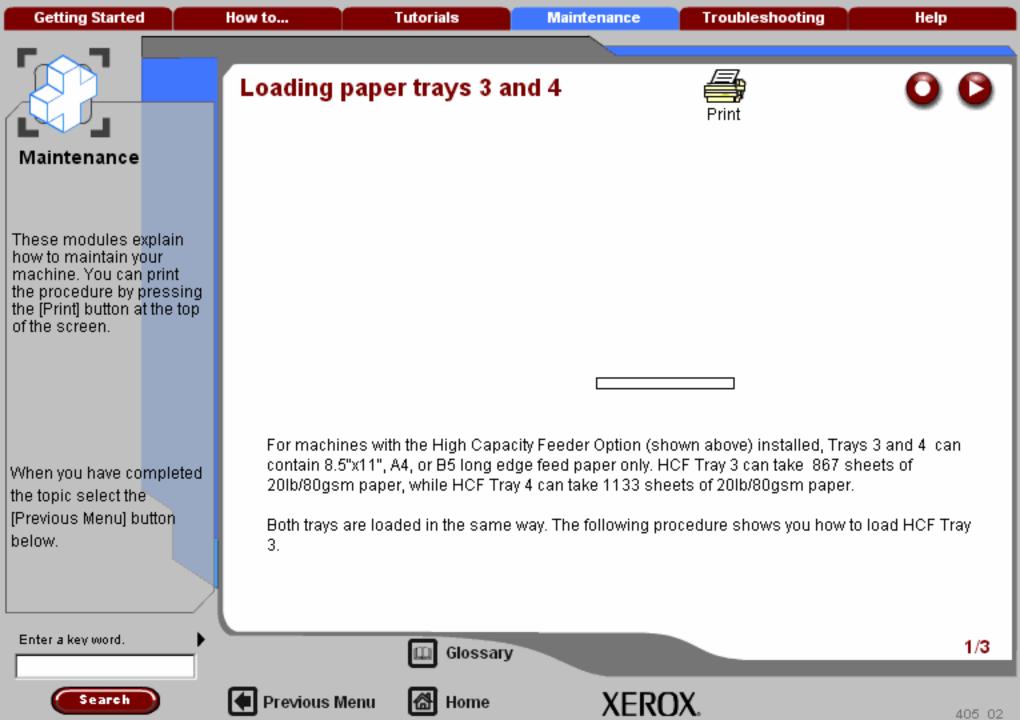


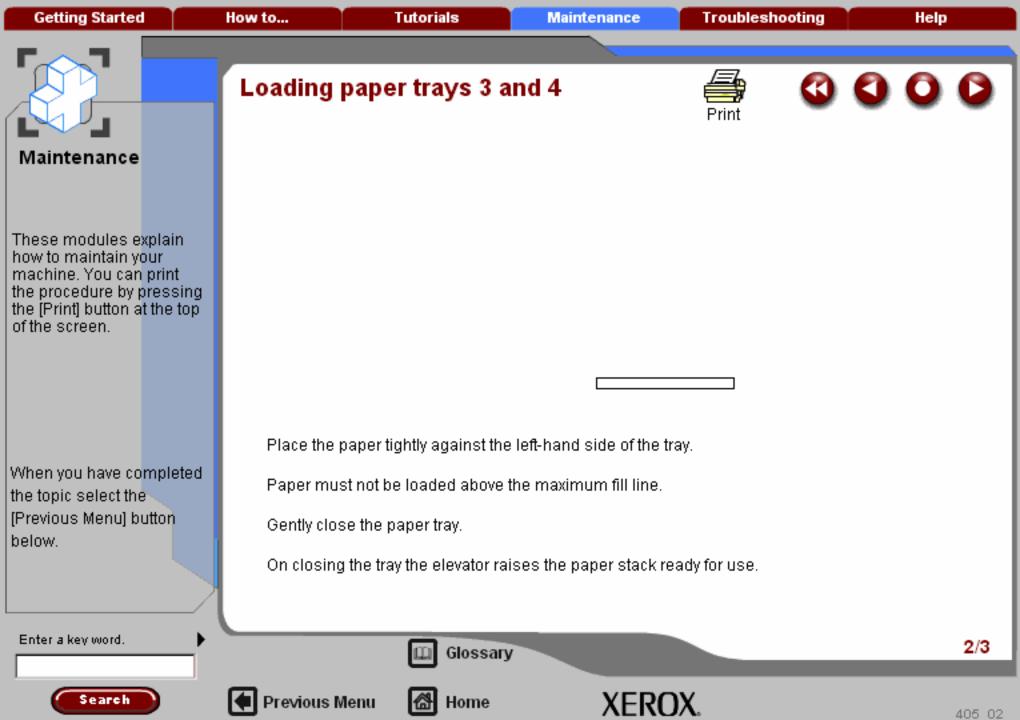
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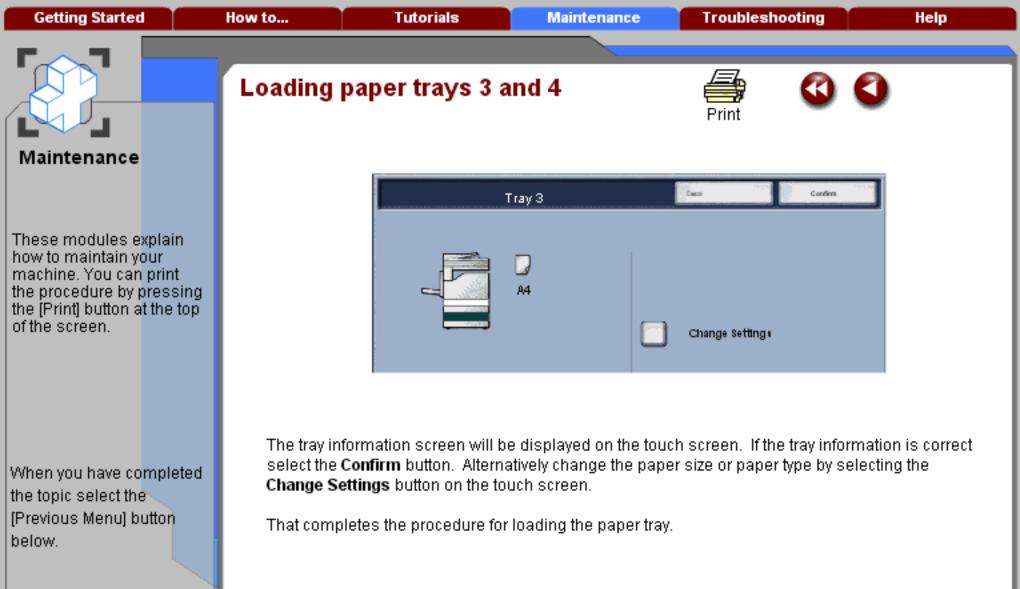
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405 01







Enter a key word.















These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading the bypass tray









The bypass tray can hold up to 100 sheets of 20lb/80gsm media, in sizes from 4.13" x 5.83"/105.1mm x 148mm to 12" x 19"/305mm x 482.6mm.

This procedure shows you how to load transparencies into the bypass tray.

Enter a key word.



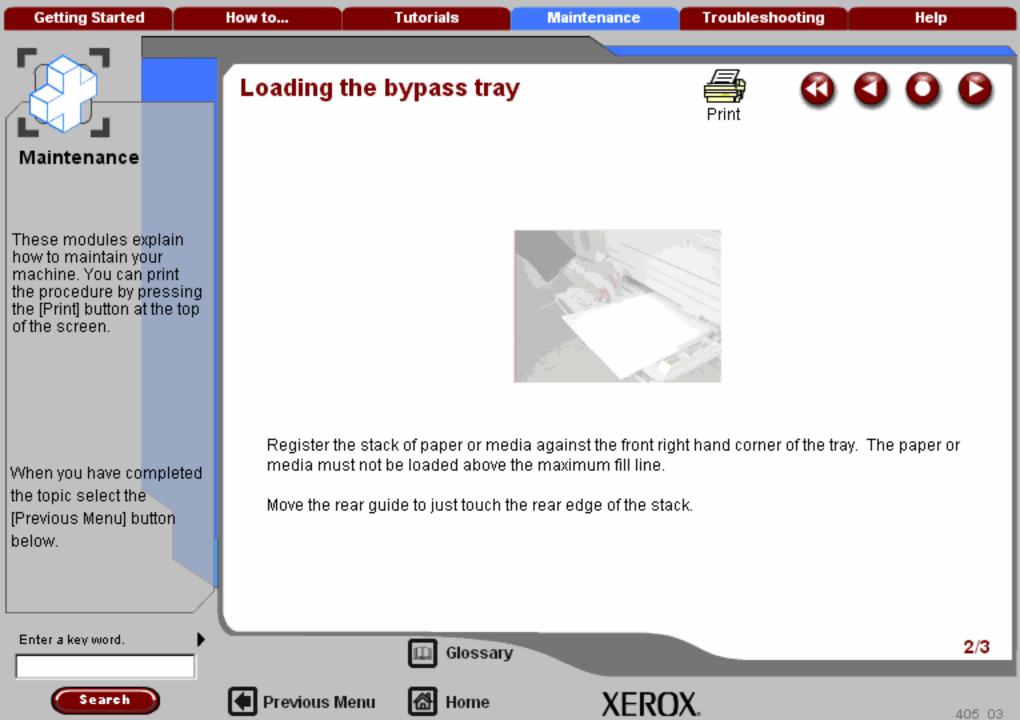
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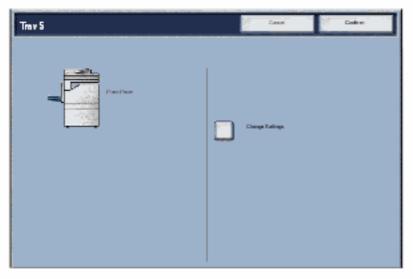
When you have completed the topic select the [Previous Menu] button below.

Loading the bypass tray









The tray information screen will be displayed on the touch screen. If the tray information is correct select the Confirm button. Alternatively change the paper size or paper type by selecting the Change Settings button on the touch screen.

That completes the procedure for loading the paper tray.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Hints and Tips

There are 3 standard paper trays and 2 optional paper trays, designed to use a variety of paper and other media. The bypass tray and trays 1 and 2 are fully adjustable trays and can hold a variety of paper sizes. Trays 3 and 4 are high capacity feeders holding 8.5" x 11" or A4 paper sizes only.

When a paper tray is opened, your machine assumes that more paper is to be loaded. Depending on the machine setup, the touch screen displays a pop-up window, giving the option to change the paper and its attributes, or load more of the same paper.

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

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading Staples - Office Finisher









This procedure shows you how to remove an empty staple cartridge from the Office Finisher and replace it with a new staple cartridge.

The staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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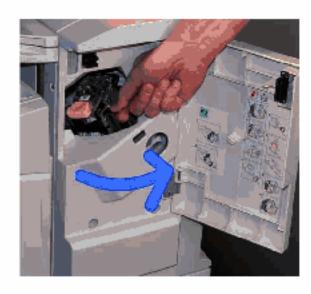
Loading Staples - Office Finisher











To gain access to the staple cartridge, open the Finisher Front Door.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Loading Staples - Office Finisher











Pull up on the staple cartridge handle and remove the used staple cartridge.

Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.



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XEROX.









These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

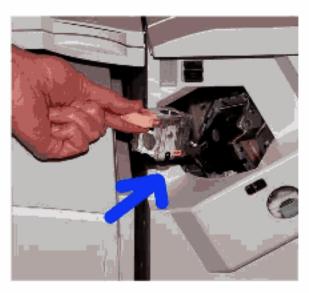
Loading Staples - Office Finisher











Unpack and install the new staple cartridge in the finisher. The staple cartridge clicks into place.

That completes the procedure for replacing the staple cartridge.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Loading Staples - Advanced Office Finisher











This procedure shows you how to remove an empty staple cartridge from the Advanced Office Finisher and replace it with a new staple cartridge.

The staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

Enter a key word.











These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading Staples - Advanced Office Finisher











To gain access to the staple cartridge, open the Finisher Front Door and rotate the stapling unit counter-clockwise.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Loading Staples - Advanced Office Finisher











Pull up on the staple cartridge handle and remove the used staple cartridge. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading Staples - Advanced Office Finisher











Unpack and install the new staple cartridge in the finisher. The staple cartridge clicks into place. Rotate the stapling unit to its home position, and close the Finisher Front Door.

That completes the procedure for replacing the staple cartridge.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Loading Staples - Professional Finisher











This procedure shows you how to remove an empty staple cartridge from the Advanced Office Finisher Booklet Maker and replace it with a new staple cartridge.

Each Booklet Maker staple cartridge contains 5,000 staples and the machine will tell you when you need to install a new cartridge.

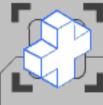
Enter a key word.











These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Loading Staples - Professional Finisher











To gain access to the Booklet Maker staple cartridges, open the Finisher Front Door, and pinch the two Booklet Maker Access handles together. Pull out the Booklet Maker stapling unit.

Enter a key word.



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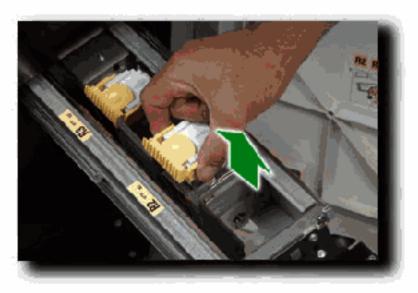
Loading Staples - Professional Finisher











Squeeze the staple cartridge handles and pull to remove the used staple cartridge. Dispose of the staple cartridge according to the instructions contained in the new staple cartridge box.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Loading Staples - Professional Finisher









Unpack and install the new staple cartridge. The staple cartridge clicks into place. Return the Booklet Maker stapling unit to its home position, and close the Finisher Front Door.

That completes the procedure for replacing the Booklet Maker staple cartridges.

Enter a key word.



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Customer Replaceable Units

Select the maintenance procedure required from the menu below. Simple step-by-step instructions and animations will help you to complete your maintenance task. The instructions can also be printed.

Replacing the Drum Cartridges

Replacing the Toner Cartridges

Replacing the Fuser Cartridge

Replacing the Waste Toner Container







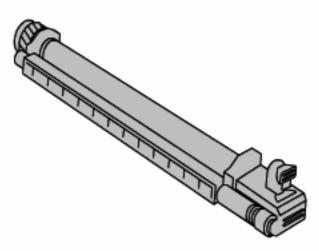
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Replacing the Drum Cartridges







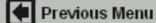
This procedure shows you how to remove a used Drum Cartridge and replace it with a new Drum Cartridge. The machine will tell you when you need to order a new cartridge and when to install it. The Drum Cartridges can be recycled so please follow the disposal instructions you receive with the new items.

Enter a key word.













of the screen.

These modules explain how to maintain your machine. You can print

the procedure by pressing the [Print] button at the top

When you have completed the topic select the [Previous Menu] button below.

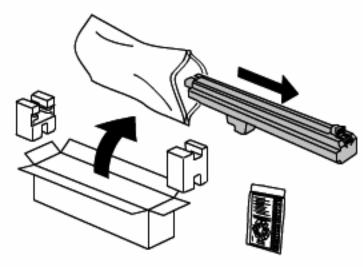
Replacing the Drum Cartridges











1. Remove the new Drum Cartridge from its packaging.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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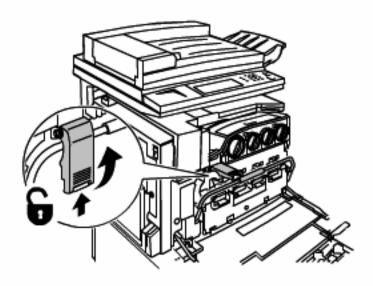
Replacing the Drum Cartridges











3. Push up on the bottom of the Handle Latch to release it. Then pull the Handle Latch up.

Enter a key word.

















These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

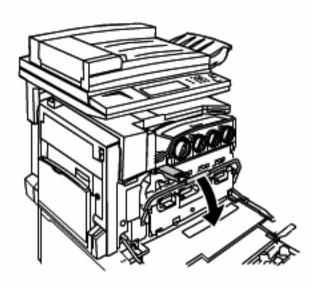
Replacing the Drum Cartridges











4. Grasp the Release Handle in the middle and pull it down.

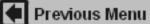
Enter a key word.















These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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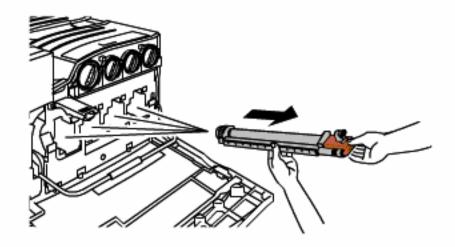
Replacing the Drum Cartridges











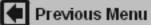
5. Remove the Drum Cartridge by grasping the light orange front of the cartridge and pull it straight out.

Enter a key word.





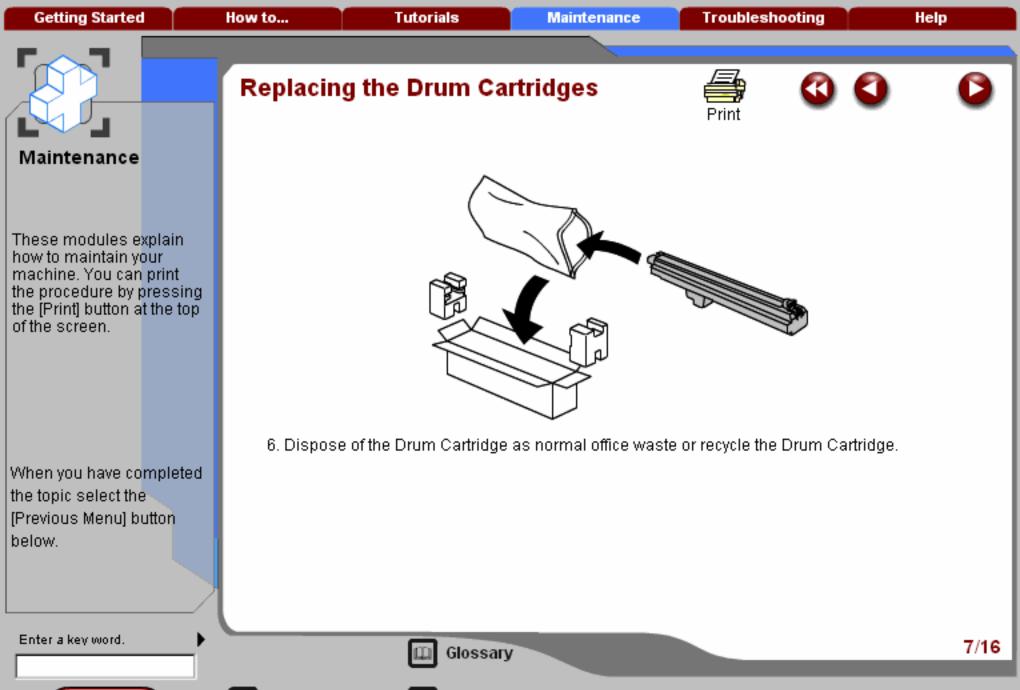


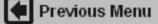


















These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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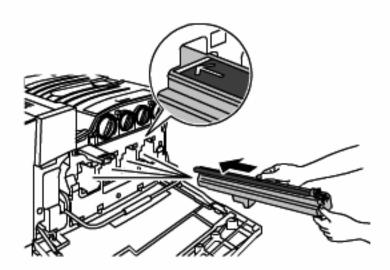
Replacing the Drum Cartridges











7. Insert the new Drum Cartridge along with its black plastic protective shield in the direction of the arrow on the top of the shield and with the bottom of the shield resting on the Release Handle. Make sure the Drum Cartridge is in all the way.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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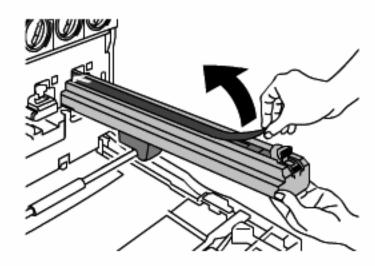
Replacing the Drum Cartridges











8. Remove the tape from the top of the Drum Cartridge shield by pulling it off.

Enter a key word.



















These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

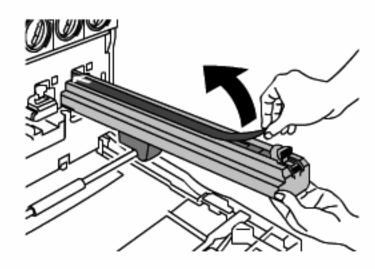
Replacing the Drum Cartridges











Caution: Removing the tape will expose the print drum to light which left exposed for more than a few minutes can lower the life of the Drum Cartridge or cause print quality degradation.

Enter a key word.



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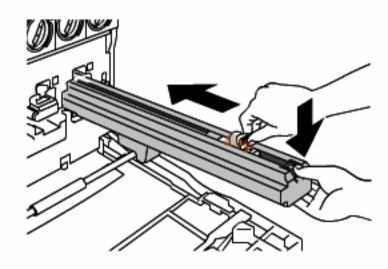
Replacing the Drum Cartridges











9. While holding the Drum Cartridge shield, push the Drum Cartridge into the printer using the light orange triangle shaped tab. Remove the shield from the printer.

Enter a key word.



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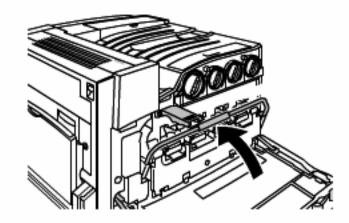
Replacing the Drum Cartridges











10. Grasp the Release Handle in the middle and pull up.

Enter a key word.



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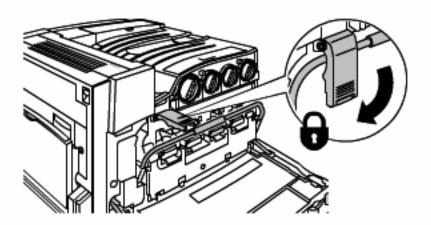
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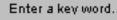








11. Push the Handle Latch down until it locks.



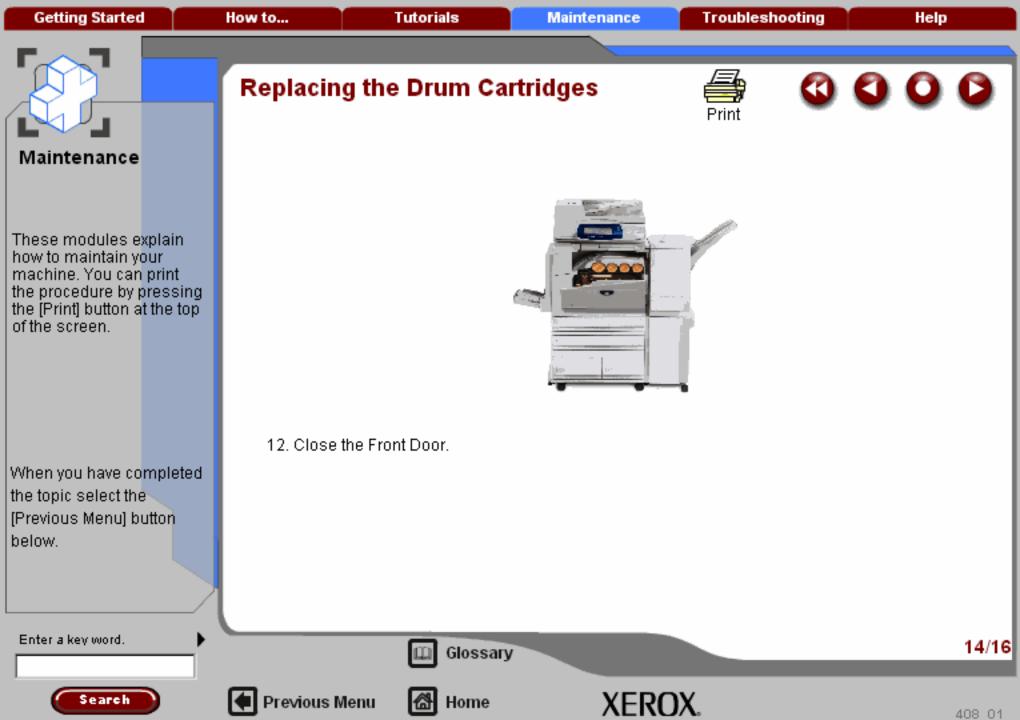


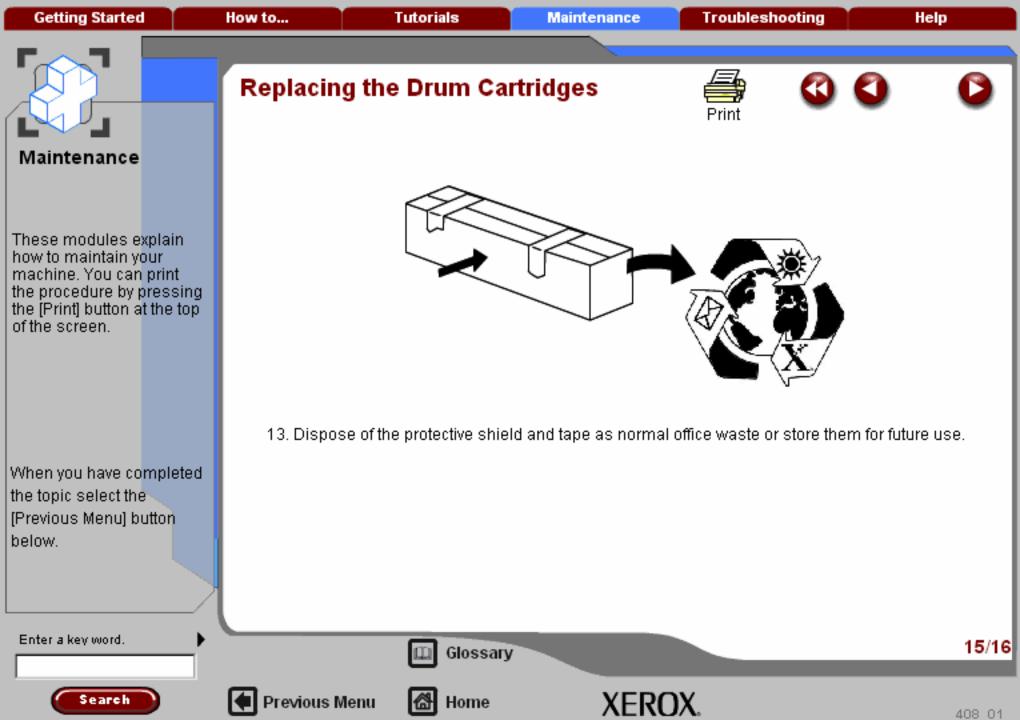
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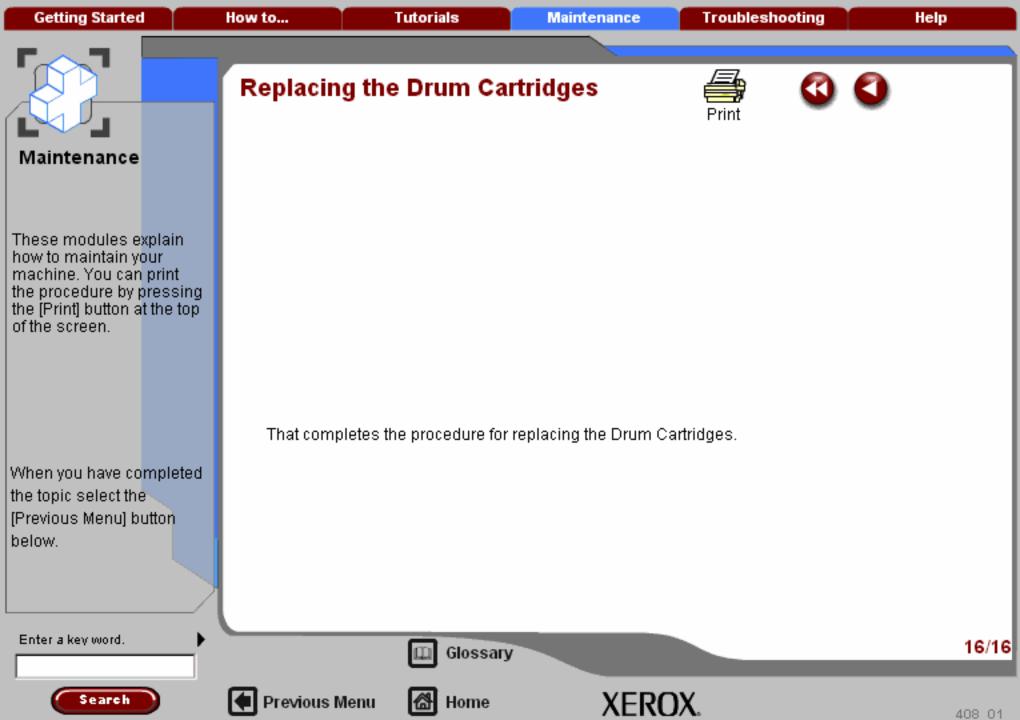


Home













This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will tell you when you will need to order a new cartridge and when to install it.

Follow the disposal instructions for the old cartridge when you receive with the new cartridge.

the topic select the [Previous Menu] button below.

Search

When you have completed

Enter a key word.



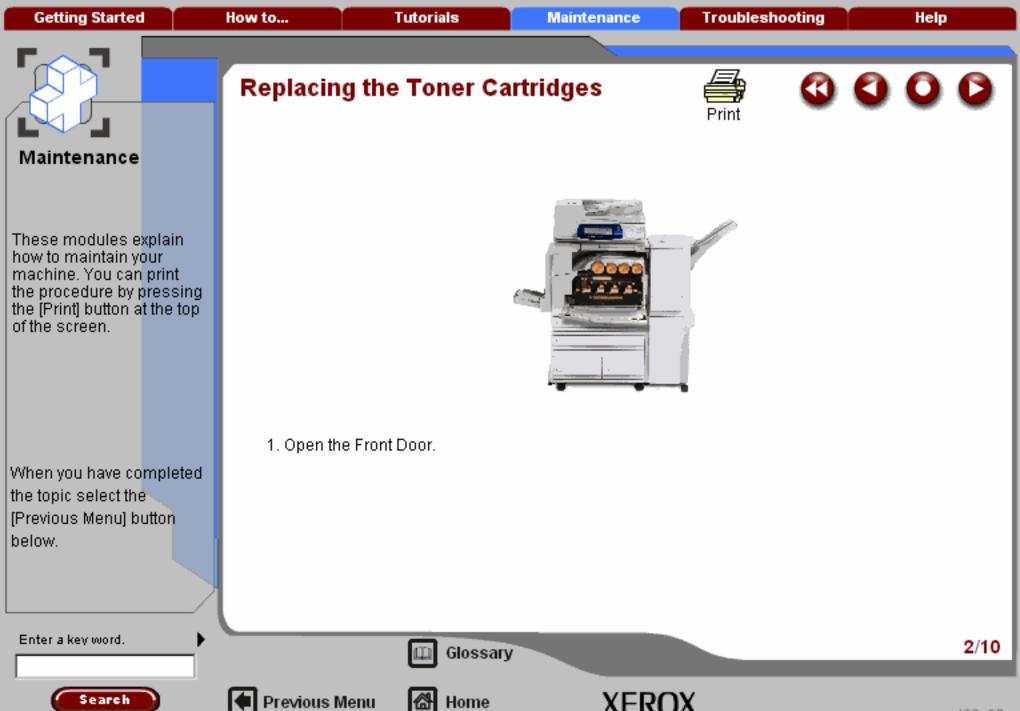
Previous Menu

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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

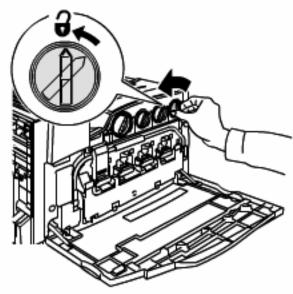
Replacing the Toner Cartridges











2. Turn the toner cartridge counter clockwise to the unlocked position.

Enter a key word.



Glossary









These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

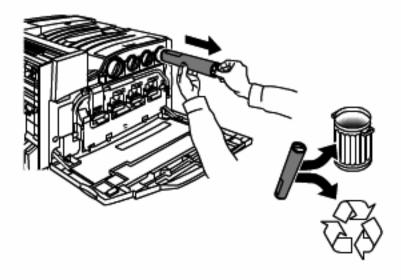
Replacing the Toner Cartridges











3. Remove the toner cartridge by pulling it straight out. Be careful to not get toner on clothing.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

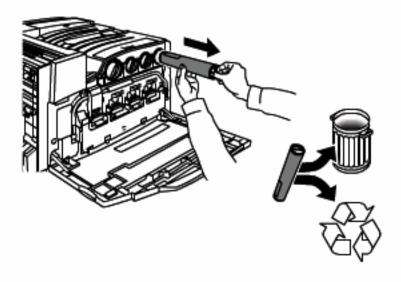
Replacing the Toner Cartridges











4. Dispose the toner cartridge as normal office waste or recycle the cartridge.

Enter a key word.

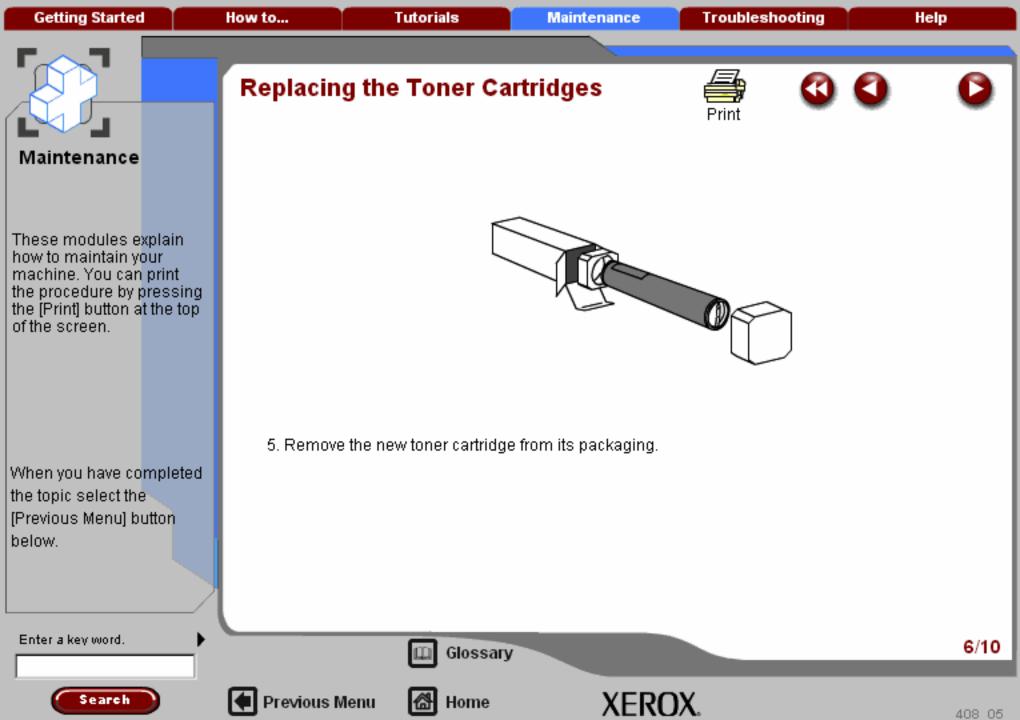


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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

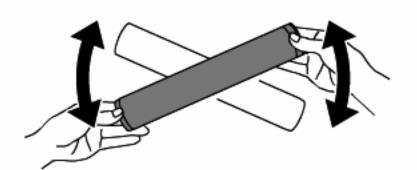
Replacing the Toner Cartridges











6. Shake the new toner cartridge several times in an up and down twisting motion to redistribute the toner.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

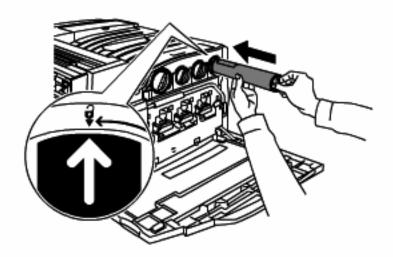
Replacing the Toner Cartridges











7. Install the toner cartridge by aligning the arrows on the cartridge with unlock symbol on the printer. Make sure the cartridge is fully installed then turn the cartridge clockwise to the locked position.

Enter a key word.



Glossary











These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

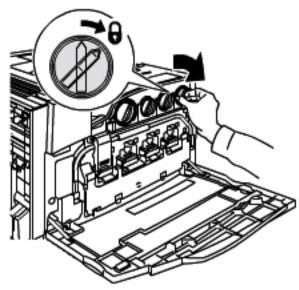
Replacing the Toner Cartridges











8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

Enter a key word.



Glossary



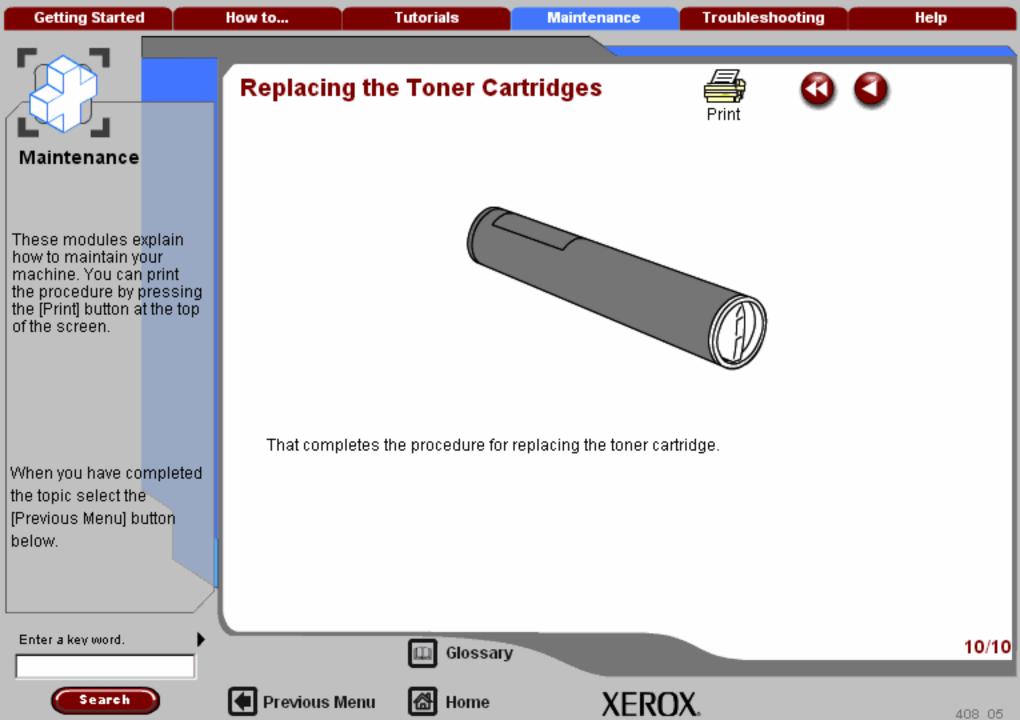
XEROX.













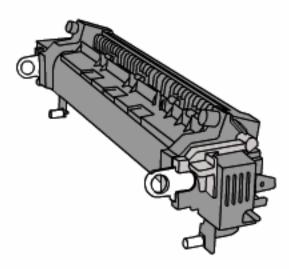
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

Replacing the Fuser Cartridge







This procedure shows you how to remove a used Fuser Cartridge and replace it with a new Fuser Cartridge. The machine will tell you the percent of life remaining, when you need to order a new cartridge, and when to install it. The Fuser Cartridge can be recycled so please follow the disposal instructions you receive with the new cartridge.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Replacing the Fuser Cartridge

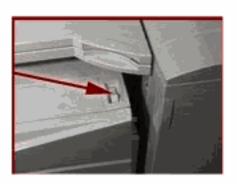












1. Power off the printer and disconnect the power cord.

Enter a key word.



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Maintenance

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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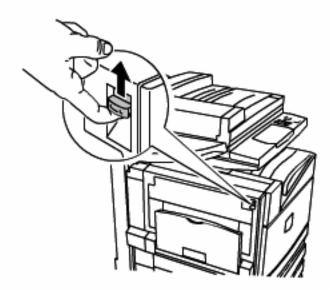
Replacing the Fuser Cartridge

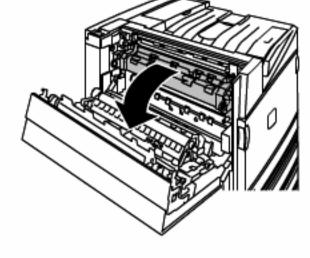












2. Open the Area 1 Door.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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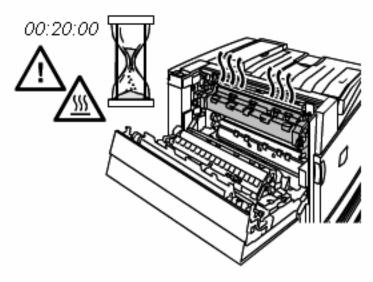
Replacing the Fuser Cartridge











Warning: To avoid burns wait at least 20 minutes after powering off the printer to allow the fuser to cool down, and observe warning labels inside.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

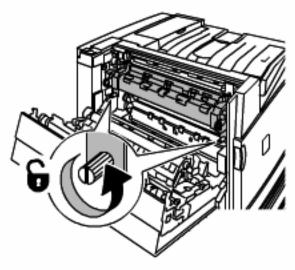
Replacing the Fuser Cartridge











3. Unscrew the two light orange coloured fuser-locking screws in a counter clockwise direction until the screws are completely loose. The screws are not removable.

Enter a key word.

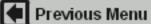


Glossary













These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

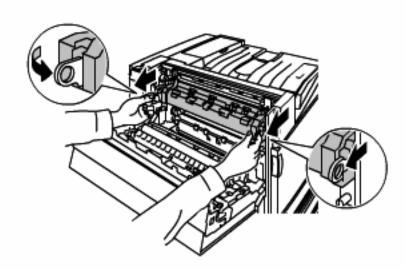
Replacing the Fuser Cartridge



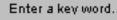








4. Pull out the two light orange coloured rings.





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When you have completed the topic select the [Previous Menu] button below.

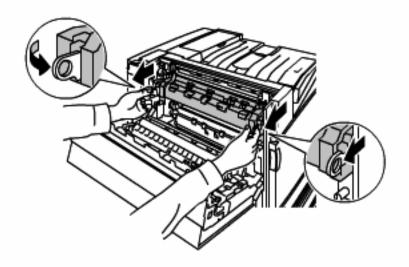
Replacing the Fuser Cartridge











5. Remove the fuser by grasping the two light orange coloured rings and pull out.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

When you have completed the topic select the [Previous Menu] button below.

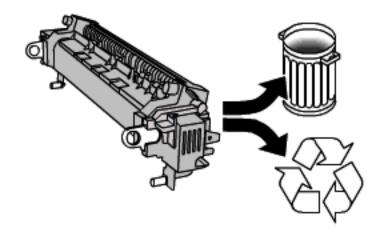
Replacing the Fuser Cartridge











6. Dispose the fuser as normal office waste or recycle the fuser.

Enter a key word.

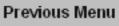


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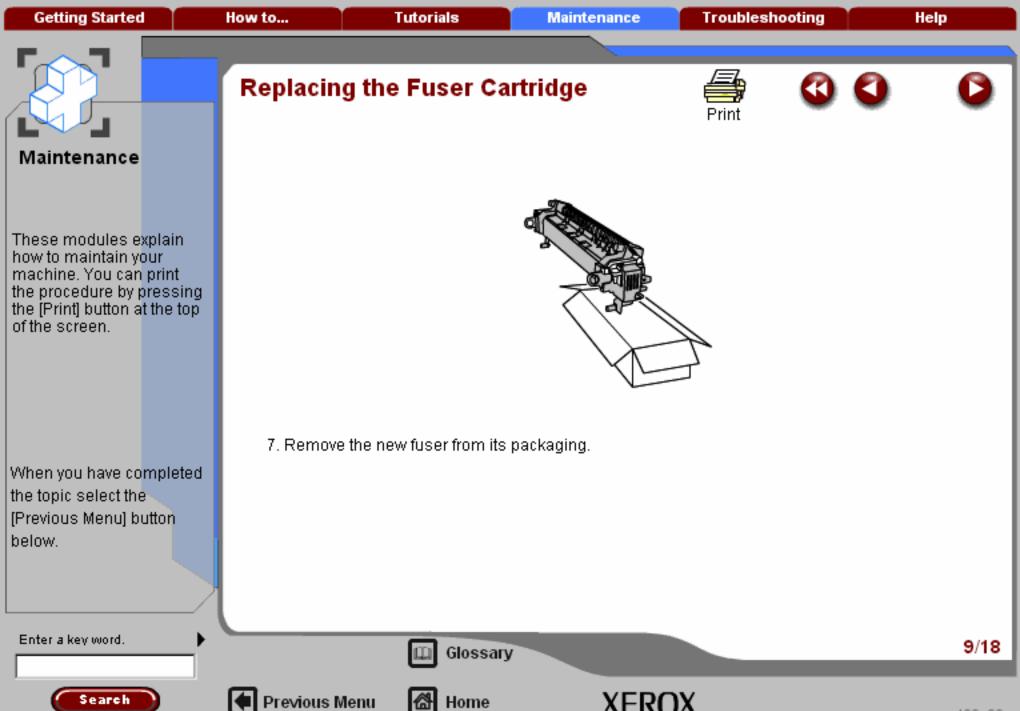


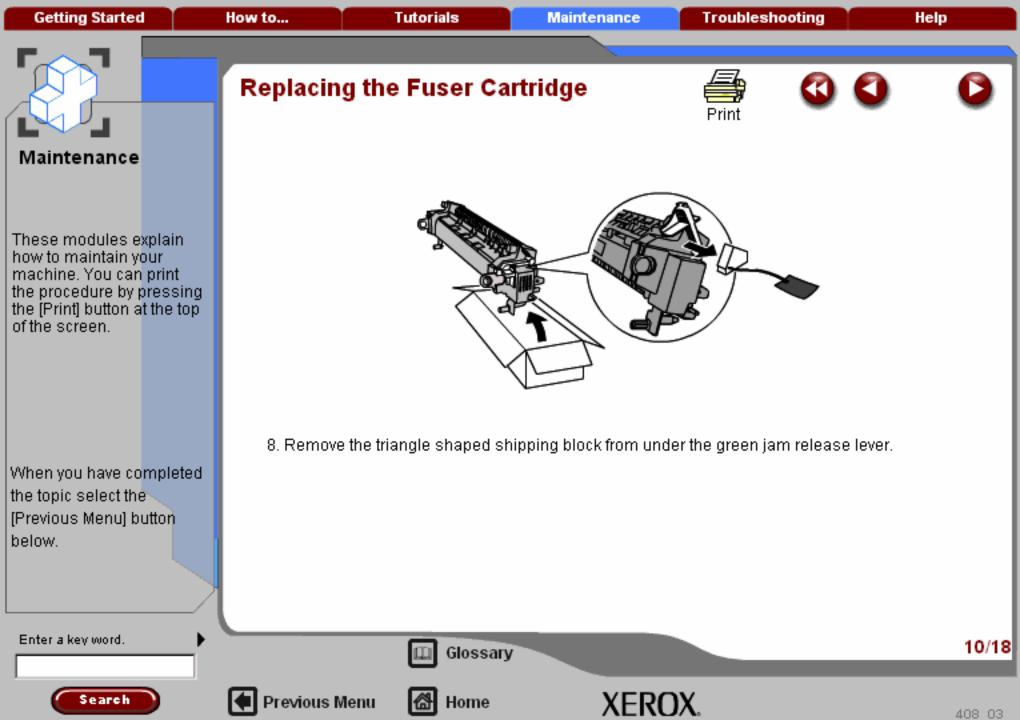


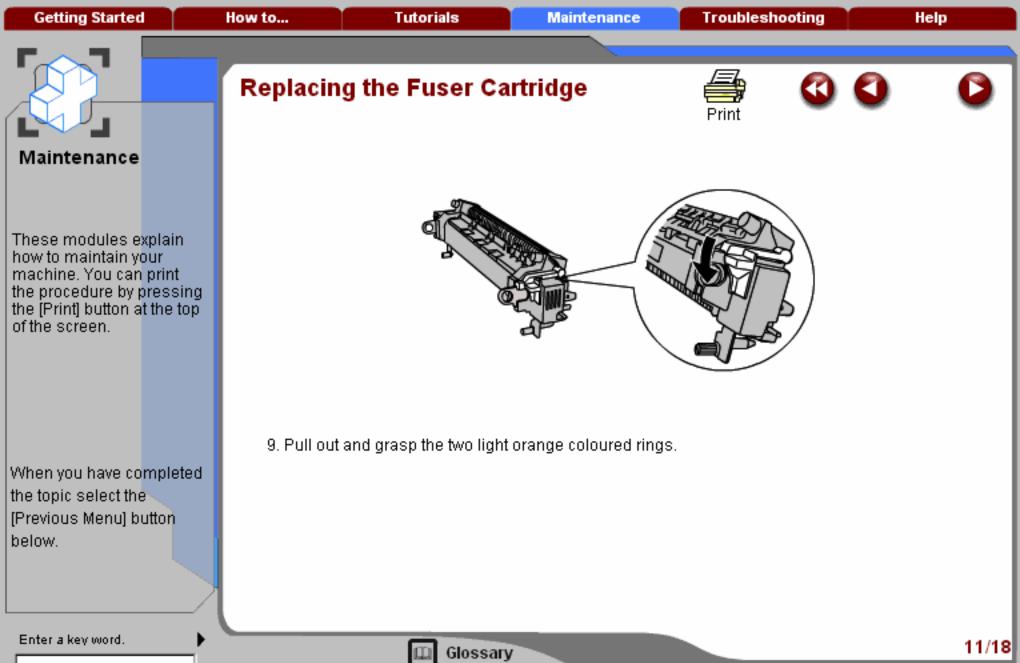


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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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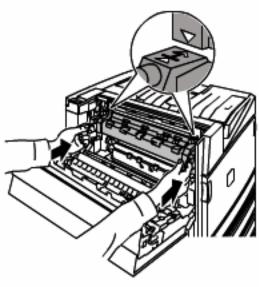
Replacing the Fuser Cartridge











10. Install the new fuser into the printer while aligning the triangles on the top left and right of the fuser with the corresponding triangles on the printer.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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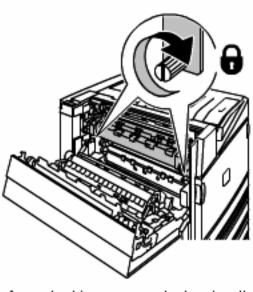
Replacing the Fuser Cartridge











 Tighten the two light orange fuser-locking screws by turning them clockwise until they are finger tight.

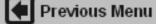
Enter a key word.



Glossary







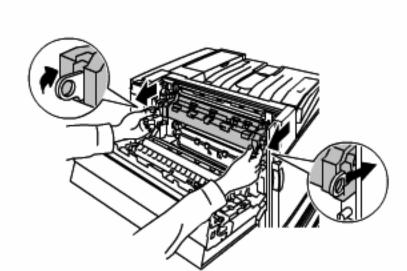






These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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12. Push in the two light orange rings.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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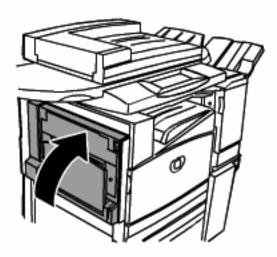
Replacing the Fuser Cartridge











13. Close the Area 1 Door.

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Enter a key word.

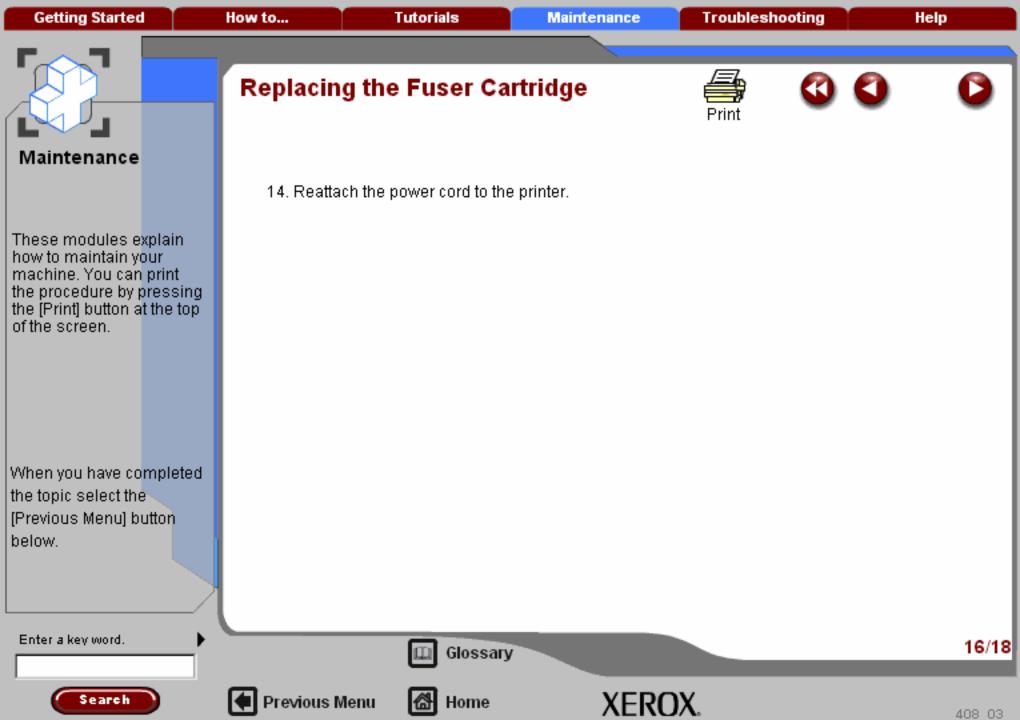


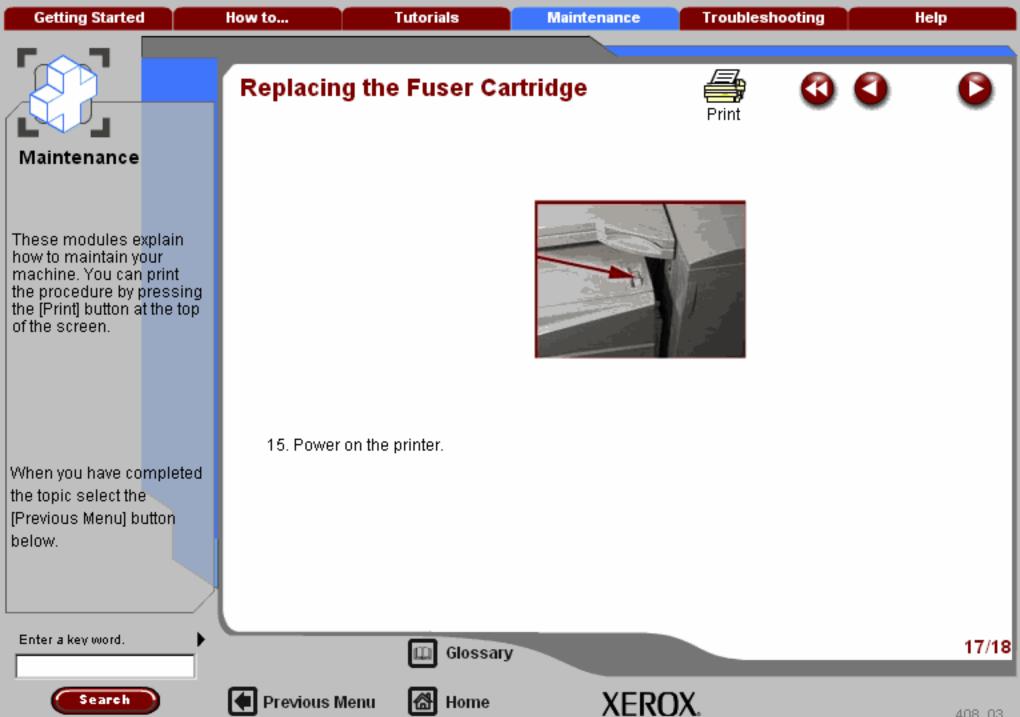
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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Replacing the Fuser Cartridge







Having replaced the Fuser Cartridge, a message is displayed on the touch screen. Select the **Yes** and Close buttons to confirm that you have changed the Fuser Cartridge. This resets the counterused to determine the lifespan of the Fuser Cartridge.

That completes the procedure for replacing the Fuser Cartridge.

Enter a key word.



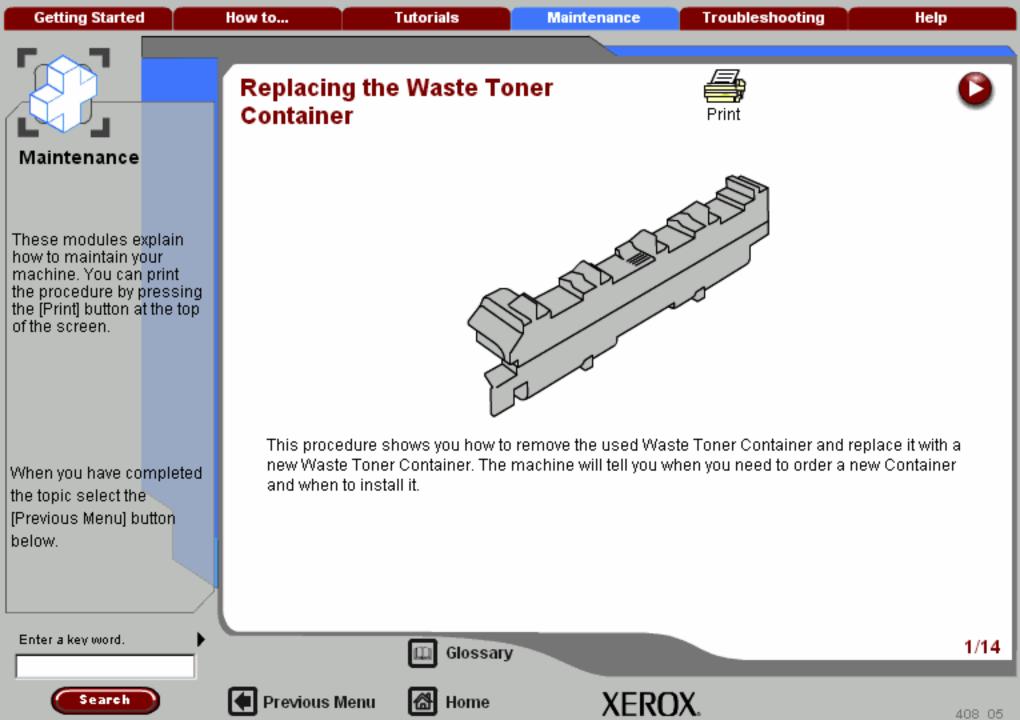
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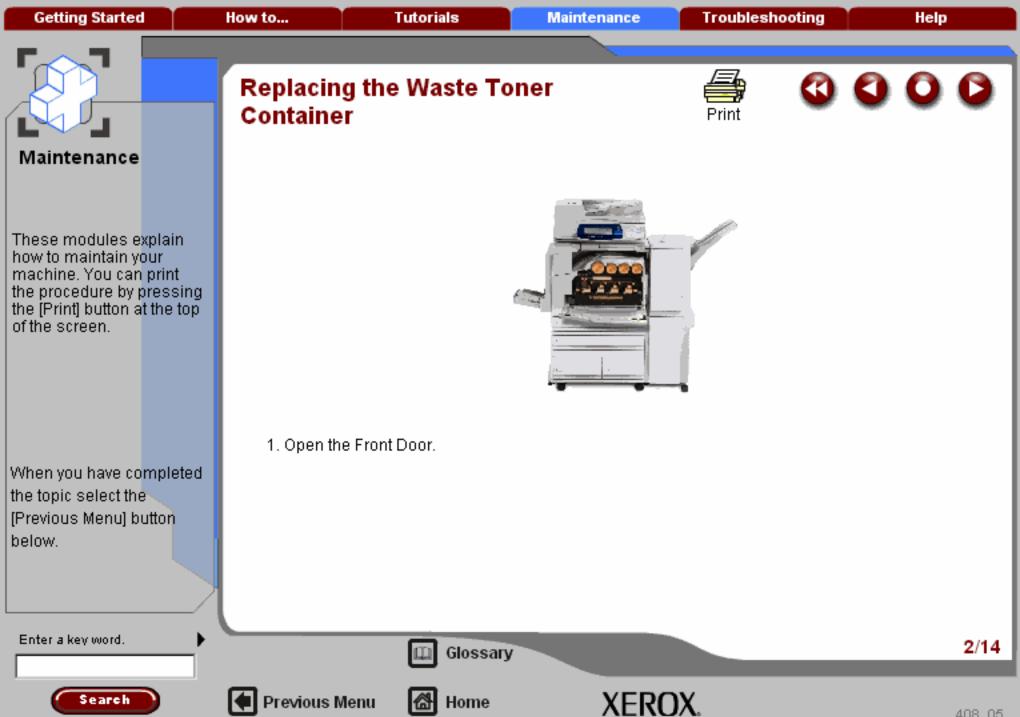


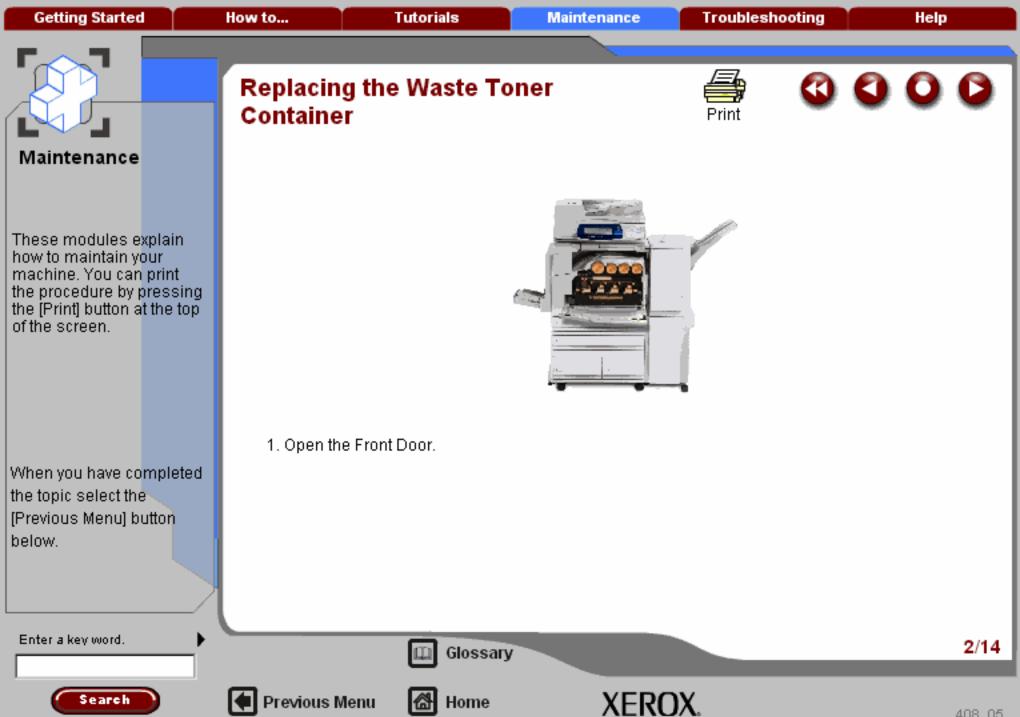
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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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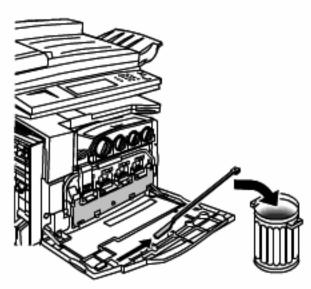
Replacing the Waste Toner Container











2. Remove the laser window-cleaning wand from the inside of the Front Door and dispose it as normal office waste.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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Search

Replacing the Waste Toner Container











3. Open the Waste Toner Container door by grasping the two door tabs and pull it down.

Enter a key word.



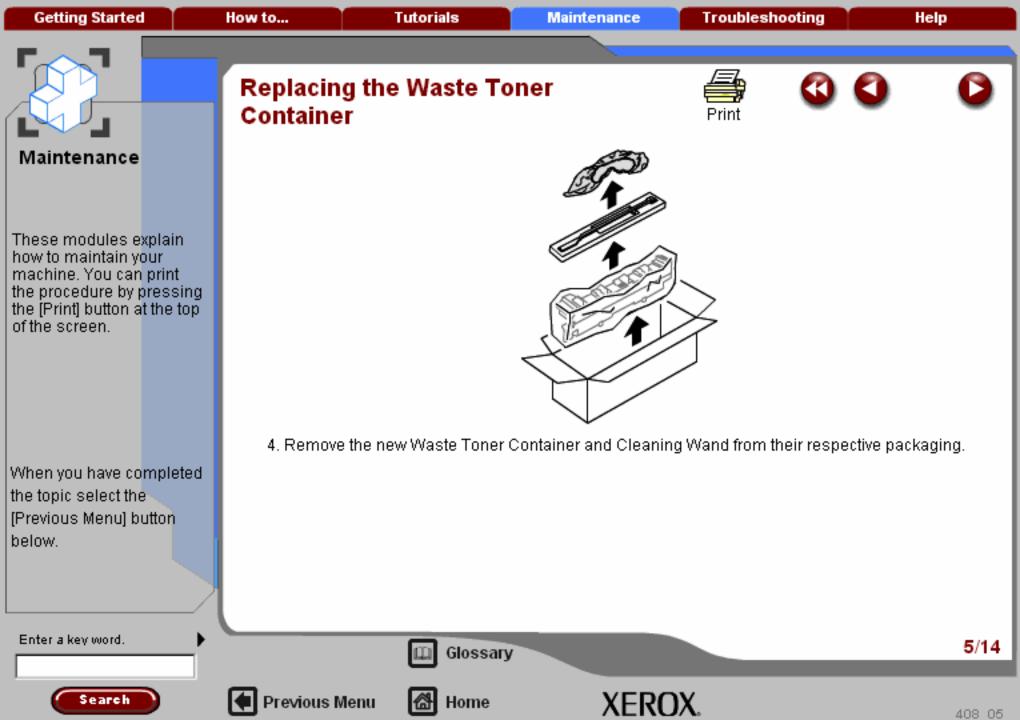
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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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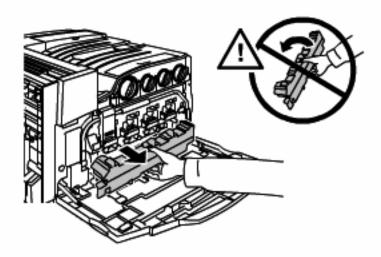
Replacing the Waste Toner Container











5. Grasp the Waste Toner Container and pull it straight out of the printer.

Be careful to not tip the Waste Container. Tipping can cause toner to spill onto clothing or carpeting (floor).

Enter a key word.

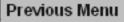


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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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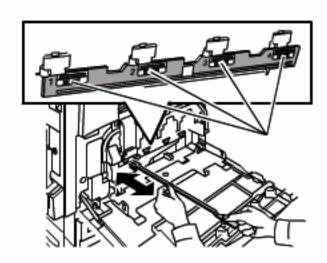
Replacing the Waste Toner Container











7. Locate the four (numbered 1-4) laser window cleaning locations.

Enter a key word.

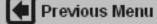


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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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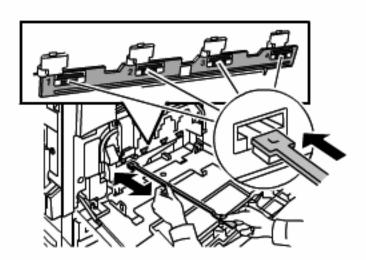
Replacing the Waste Toner Container











8. Using the new Cleaning Wand and with the wands padded end down insert the wand into the number 1 cleaning slot.

Enter a key word.



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These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

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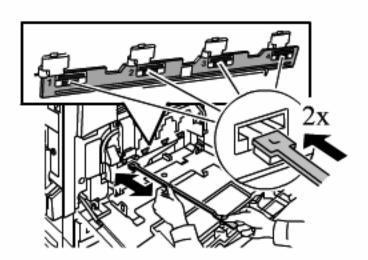
Replacing the Waste Toner Container











9. Push the cleaning wand all the way in and pull it out at least two times to clean the laser window. Repeat this procedure for the other three cleaning slots.

Enter a key word.



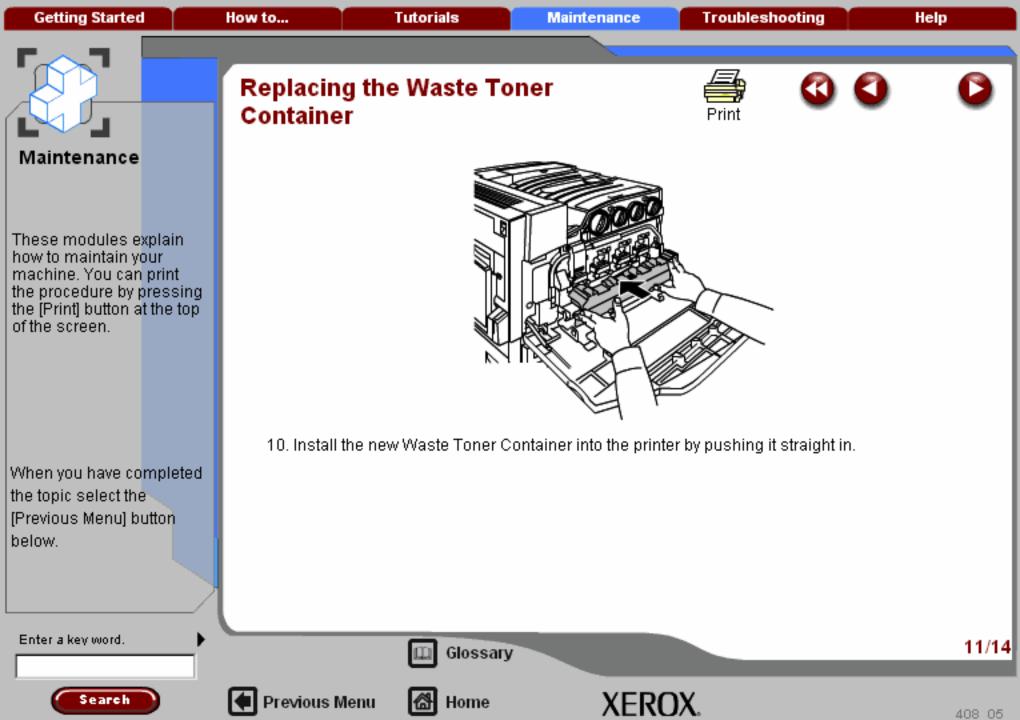
Glossary



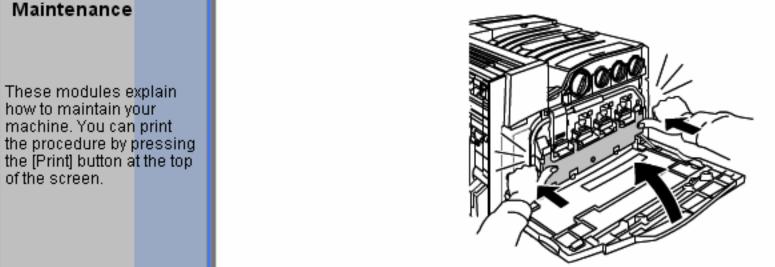
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When you have completed the topic select the [Previous Menu] button 11. Close the Waste Toner Container door. Make sure it is fully closed.

Enter a key word.

below.

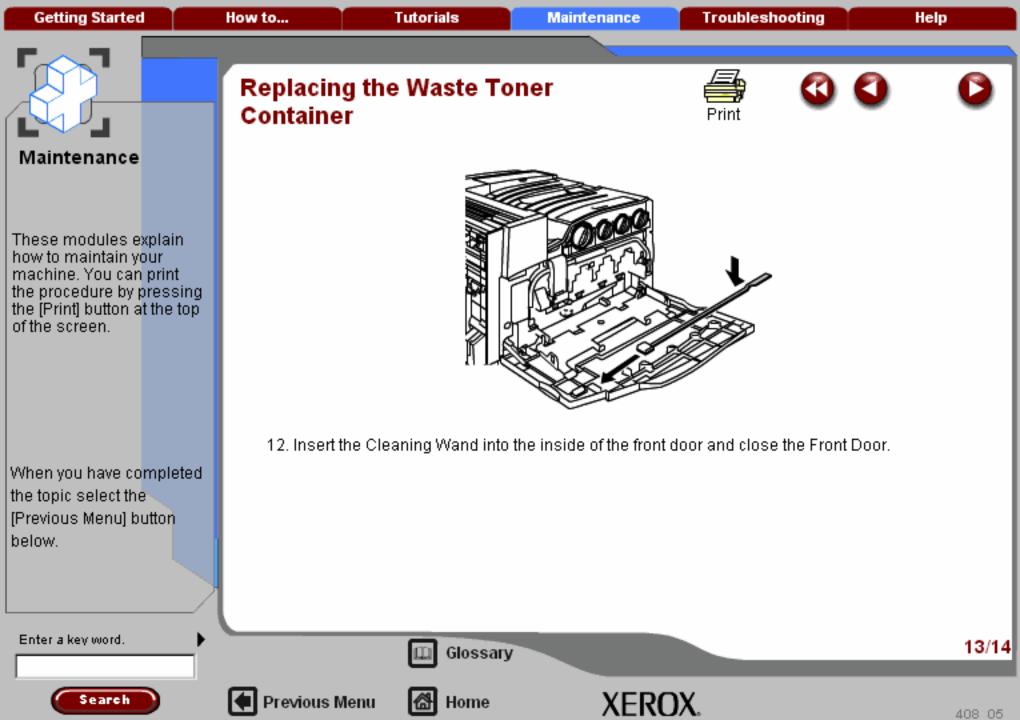


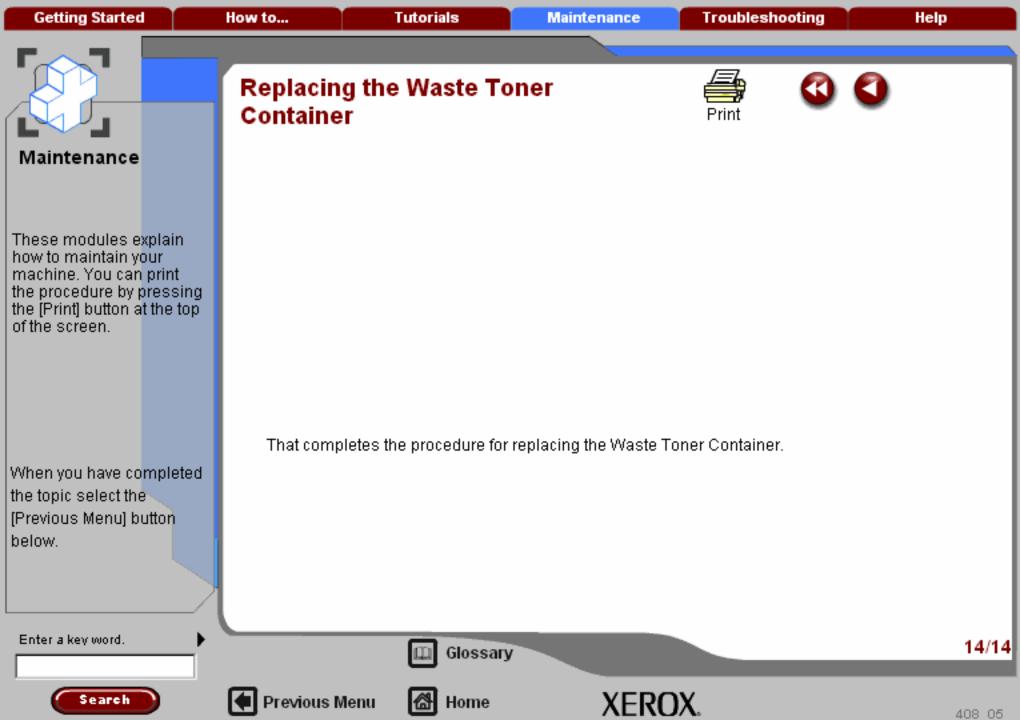
















Troubleshooting



Help





Getting Started

These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.

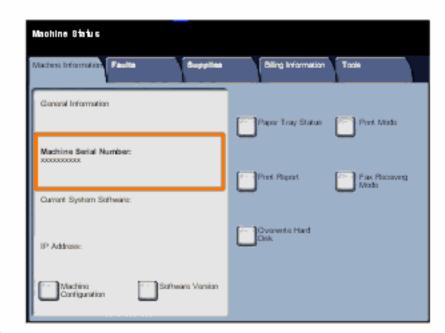
When you have completed the topic select the [Previous Menu] button below.

Further Assistance

For additional help visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome and Support Centre quoting the machine serial number.

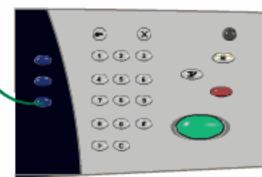
The customer web site and machine serial number can be viewed by:

- Selecting the Machine Status button on the control
 panel.
- 2. Touching the Machine Information tab.





Machine Status button



Enter a key word.



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Getting Started



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Problem Solving

Faults Overview

Jam Clearance

Problem Statement



Getting Started



How to...



Tutorials



Maintenance



Troubleshooting



Help





These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Search

Problem Solving

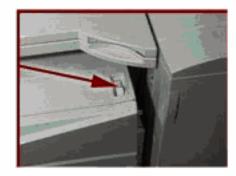
Some problems can be resolved by rebooting your machine. Power the machine OFF and ON using the ON/OFF switch at the front of your machine.

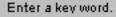
CAUTION: Wait approximately 20 seconds before turning the machine back ON.

Be aware that any incomplete jobs in the queue will be lost.

WARNING: Use only the ON/OFF switch to reboot your machine. Damage may occur to your machine if power is removed by other means.

If after rebooting your machine, the problem has not been resolved select the **Next** button.







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These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

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Problem Solving

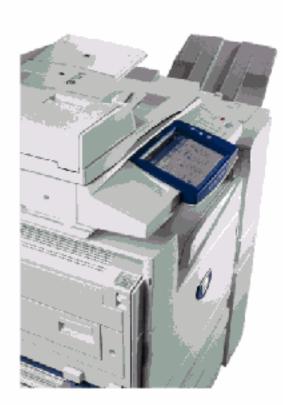


The fault requires further investigation.

Telephone the **Xerox Welcome and Support Center**

Speak to your System Administrator for the telephone number of your Xerox Welcome and Support Center.

NOTE: Before calling the Welcome and Support Center make a note of the machine serial number.



Enter a key word.



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Tutorials



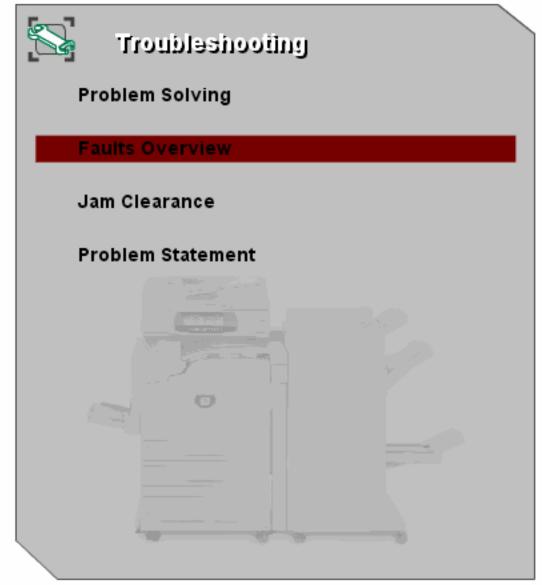
Maintenance



Troubleshooting



Help



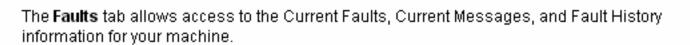
XEROX.



These modules help you to solve common problems on your machine.

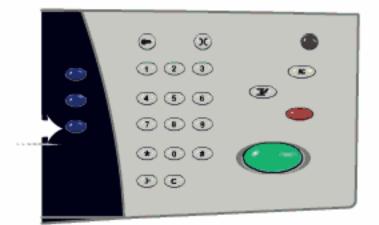
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Faults Overview



Access to the Faults tab is via the Machine Status button on the control panel.

Select the Machine Status button on the control panel and the Faults tab on the touch screen.



Enter a key word.



Glossary











These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Faults Overview



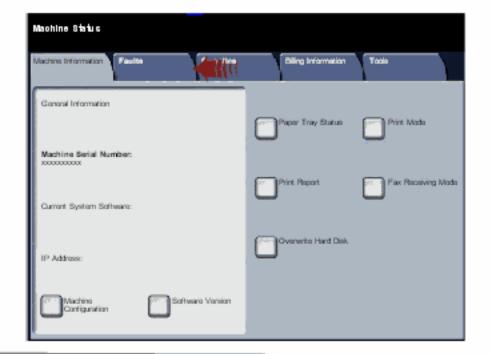




The **Faults** tab allows access to the Current Faults, Current Messages, and Fault History information for your machine.

Access to the Faults tab is via the Machine Status button on the control panel.

Select the Machine Status button on the control panel and the Faults tab on the touch screen.



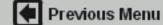
Enter a key word.



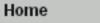
Glossary



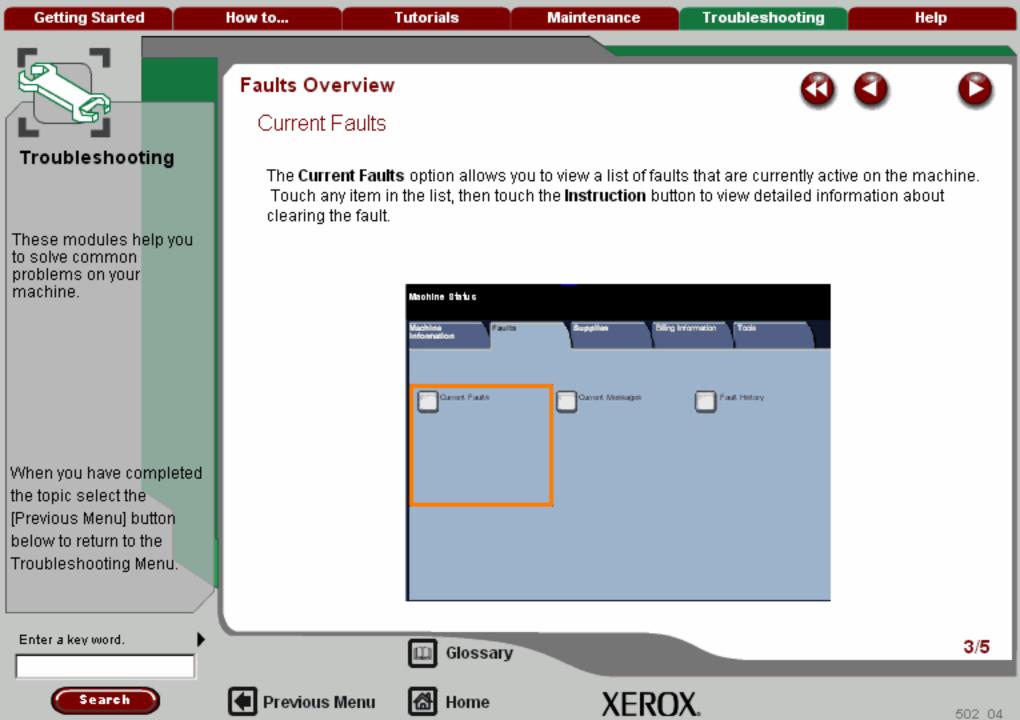


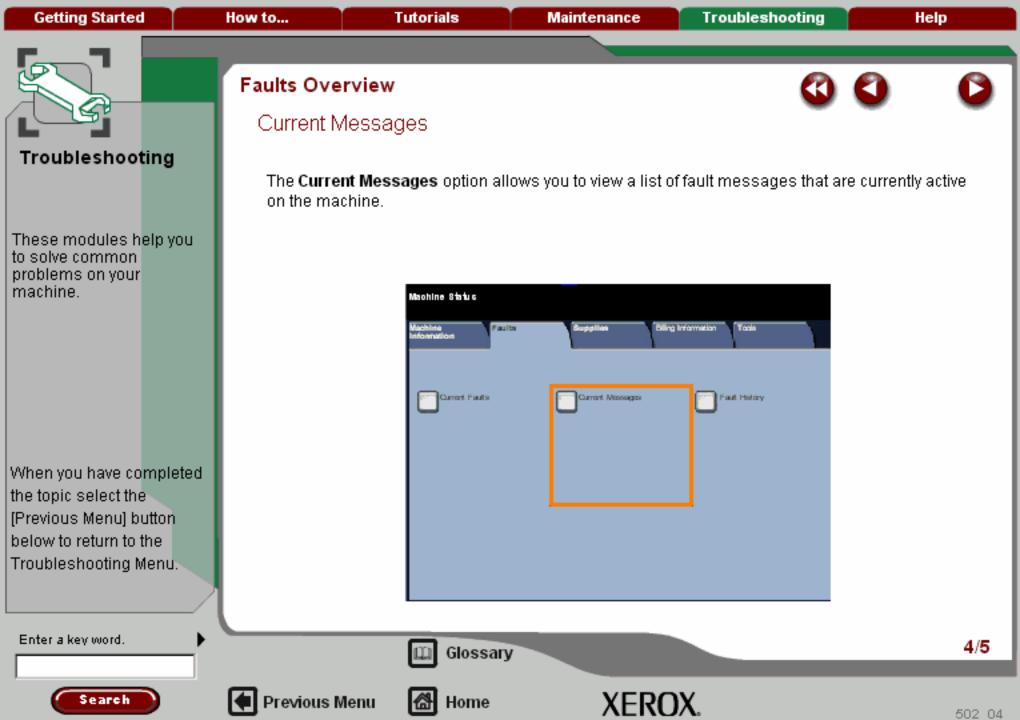


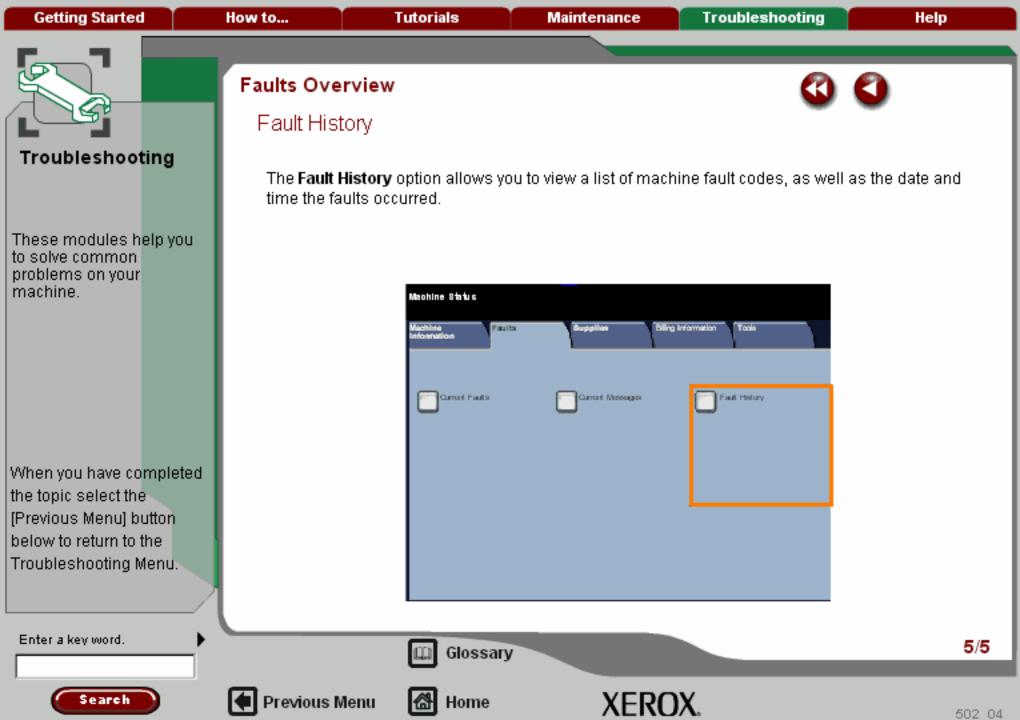














How to...



Tutorials



Maintenance



Troubleshooting



Help



Getting Started How to... Tutorials Maintenance Troubleshooting Help



Jam Clearance

On the rare occasion that a jam or misfeed occurs in your machine, use the topics below to help you clear the problem.

Paper Jams

Staple Jam

Hole Punch Jam

Document Feeder Jam

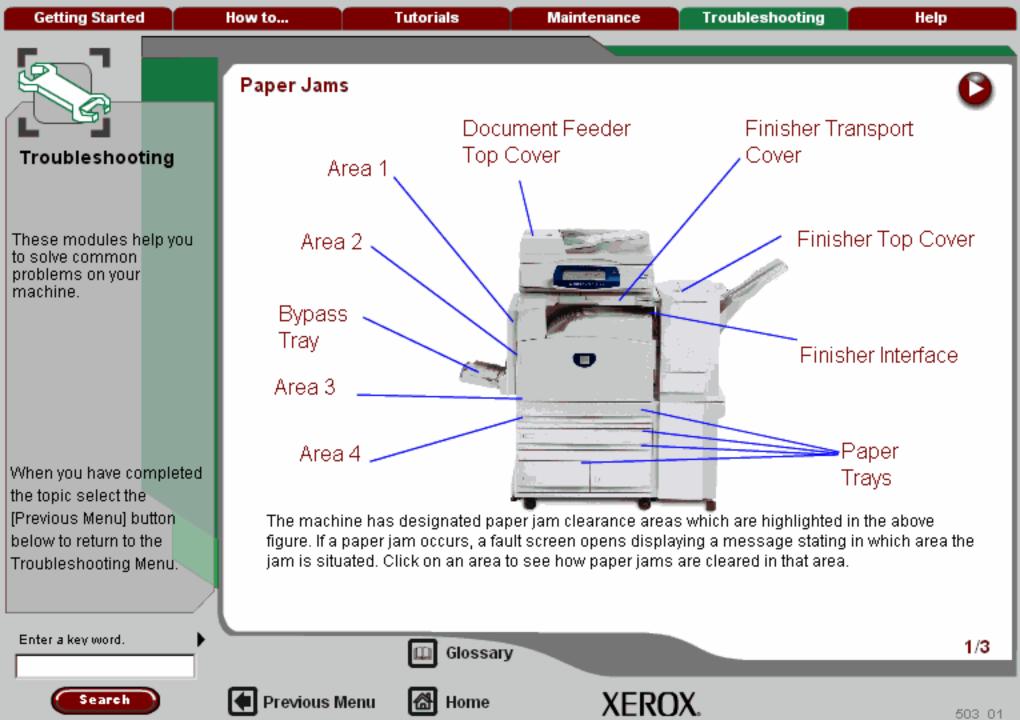
Bypass Tray Jam or Misfeed

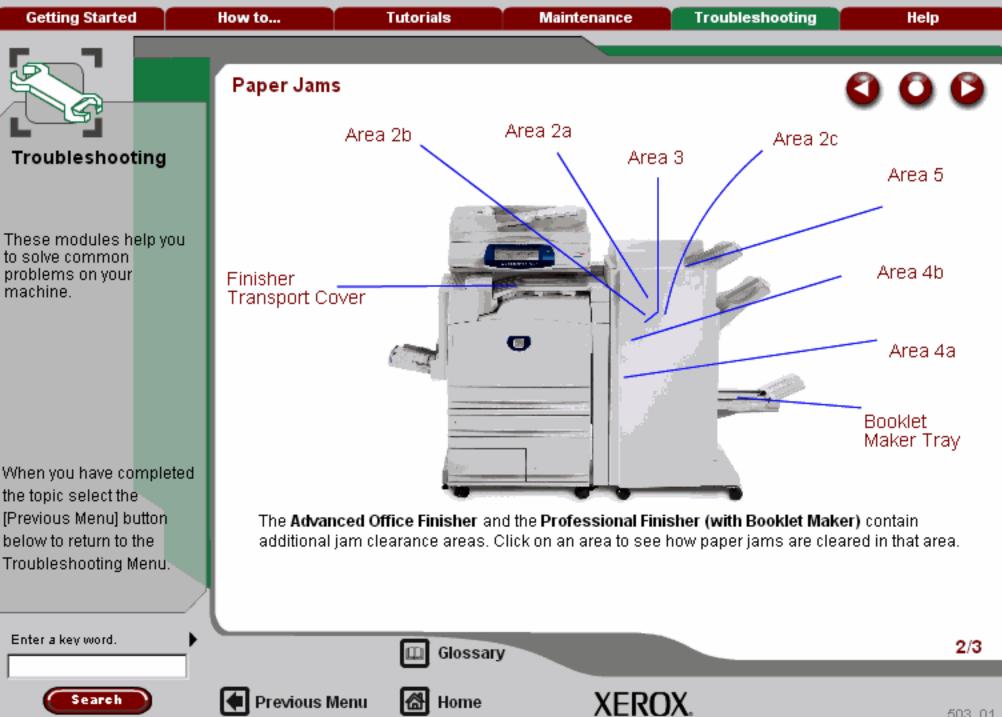
Envelope Jams

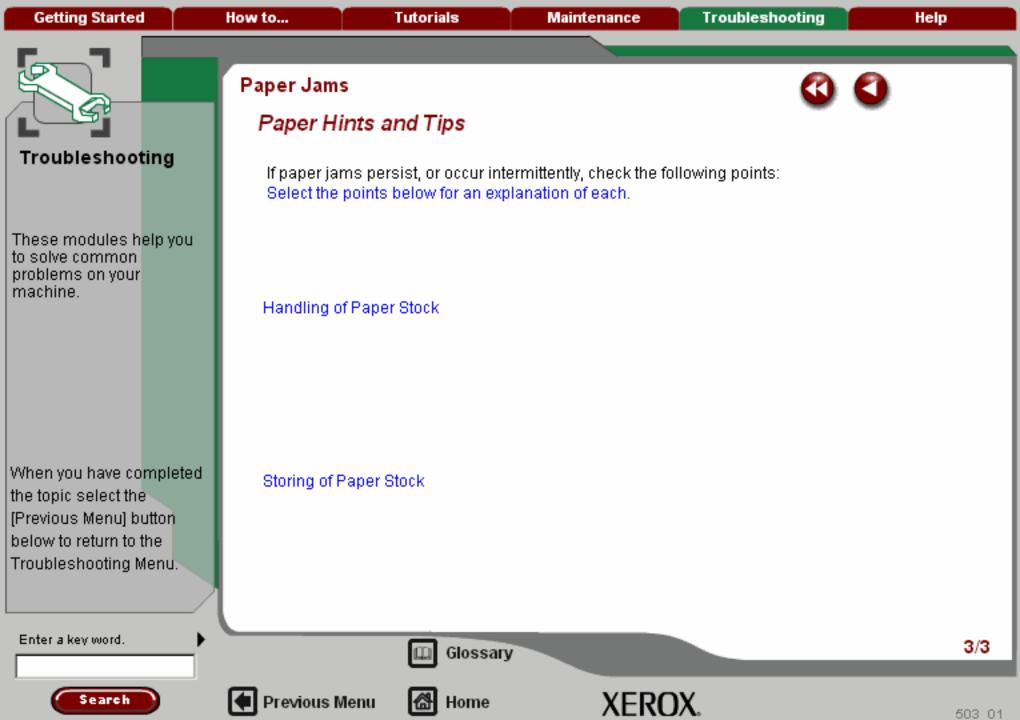


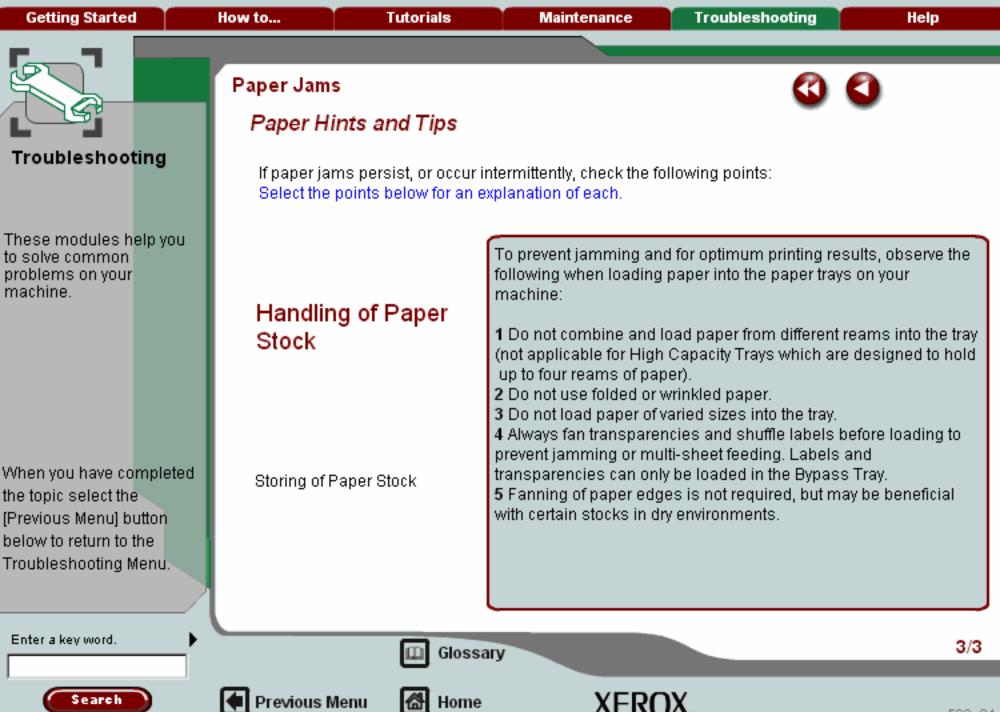


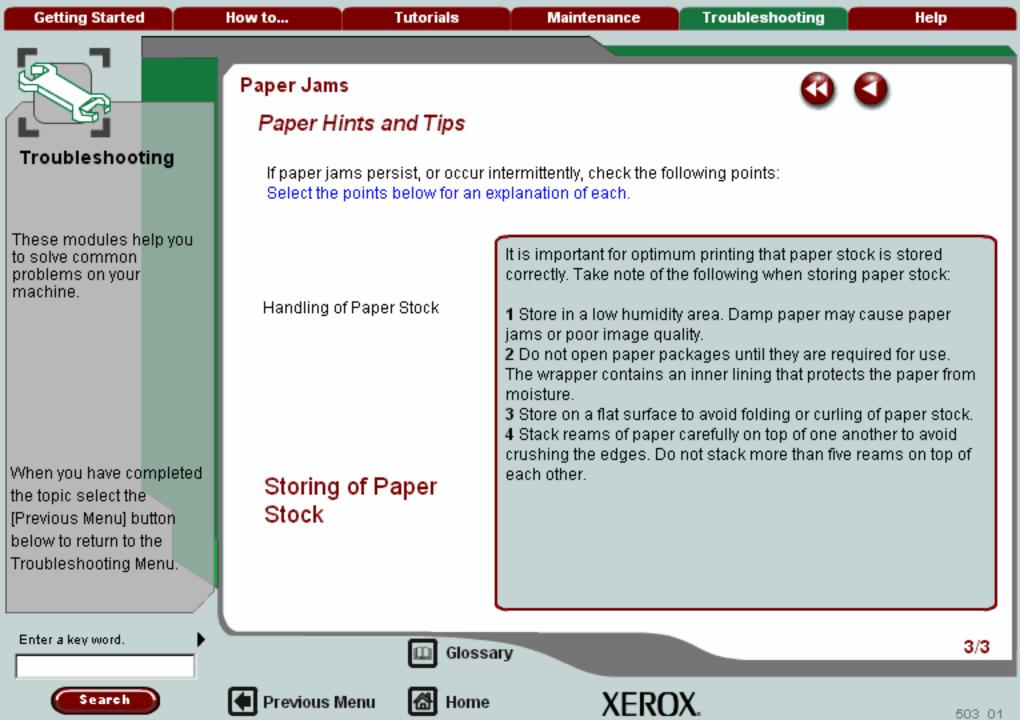














Getting Started How to... Tutorials Maintenance Troubleshooting Help



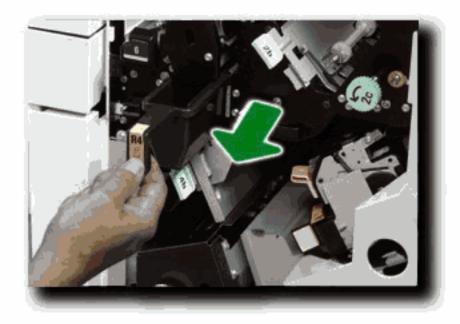
Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Hole Punch Jam





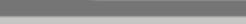
If the Hole Punch feature jams, remove and empty the Waste Hole Punch Container, as well as removing the paper jam.

For more information on removing paper jams go to the topic titled Paper Jams within this module.

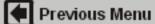
Enter a key word.



Glossary













These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Document Feeder Jam



If a Document Feeder jam occurs, a fault screen opens displaying a message stating in which area the jam is situated. Click on an area to see how the jams are cleared in that area.

If after clearing, the document feeder jams again follow the steps on the following pages.

Enter a key word.



Glossary



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Home





These modules help you to solve common problems on your machine.

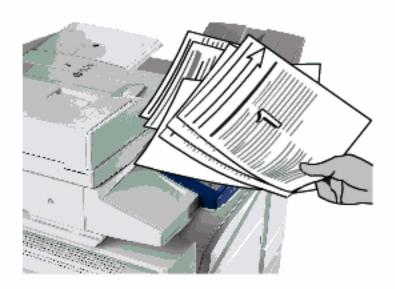
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Document Feeder Jam









Check your originals. Ensure that your originals are of a good quality.

NOTE: If you have poor quality originals, use the document glass to copy a new set.

NOTE: If using computer fanfold forms ensure that the perforations down each side of the sheet have been removed. When removed the forms can be loaded either short edge feed or long edge feed.

Enter a key word.



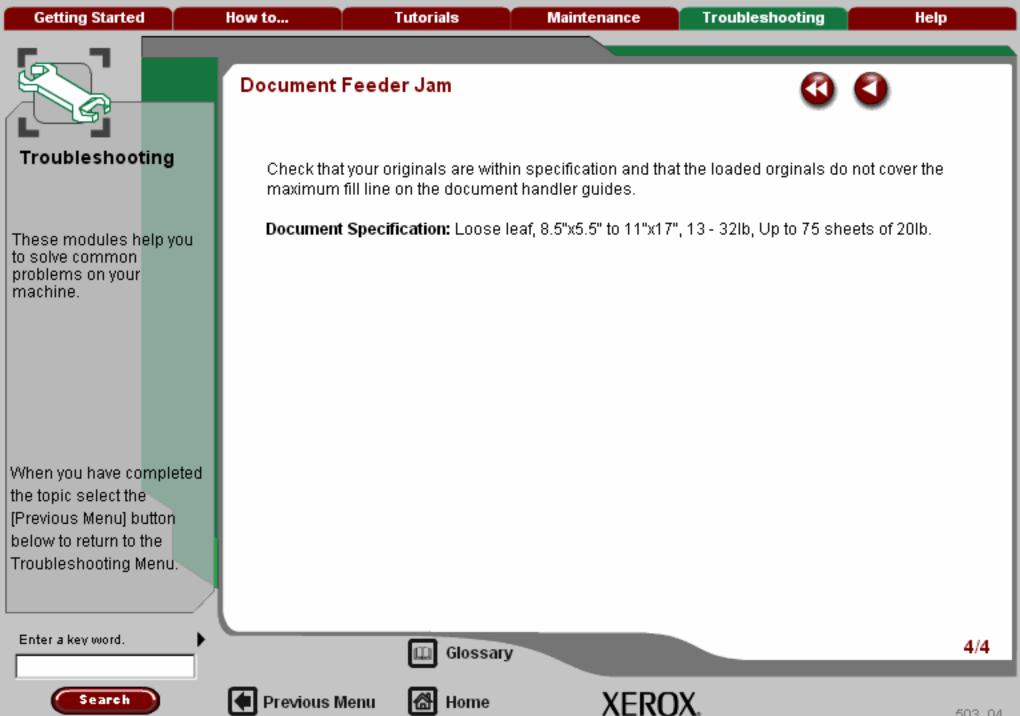
Glossary



Home









These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Bypass Tray Jam or Misfeed



Bypass Tray Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

For more information on removing paper jams from these areas go to the topic titled Paper Jams within this module.

If after clearing the jam, the bypass tray feeder jams or misfeeds again follow the steps on the following pages.

Enter a key word.

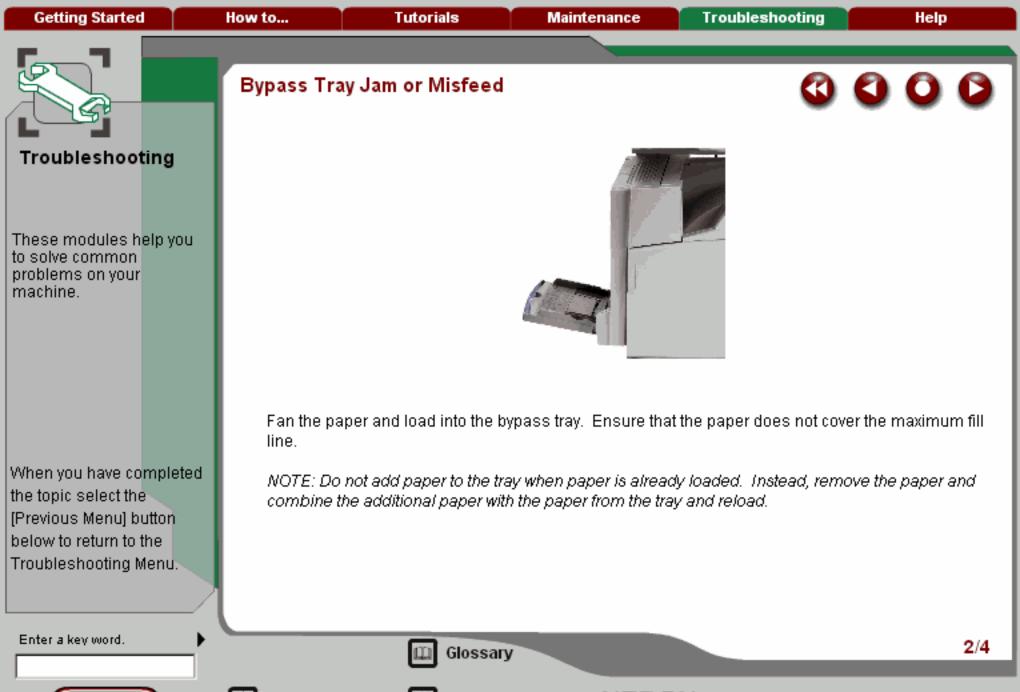


Glossary







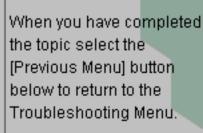


Search





These modules help you to solve common problems on your machine.



Bypass Tray Jam or Misfeed







Ensure that the Bypass Tray guides are against the edges of the loaded paper.



Check that the paper is within specification.

Document Specification: A6 to A3, 64gsm - 220gsm, up to 100 sheets of 80gsm.

Enter a key word.



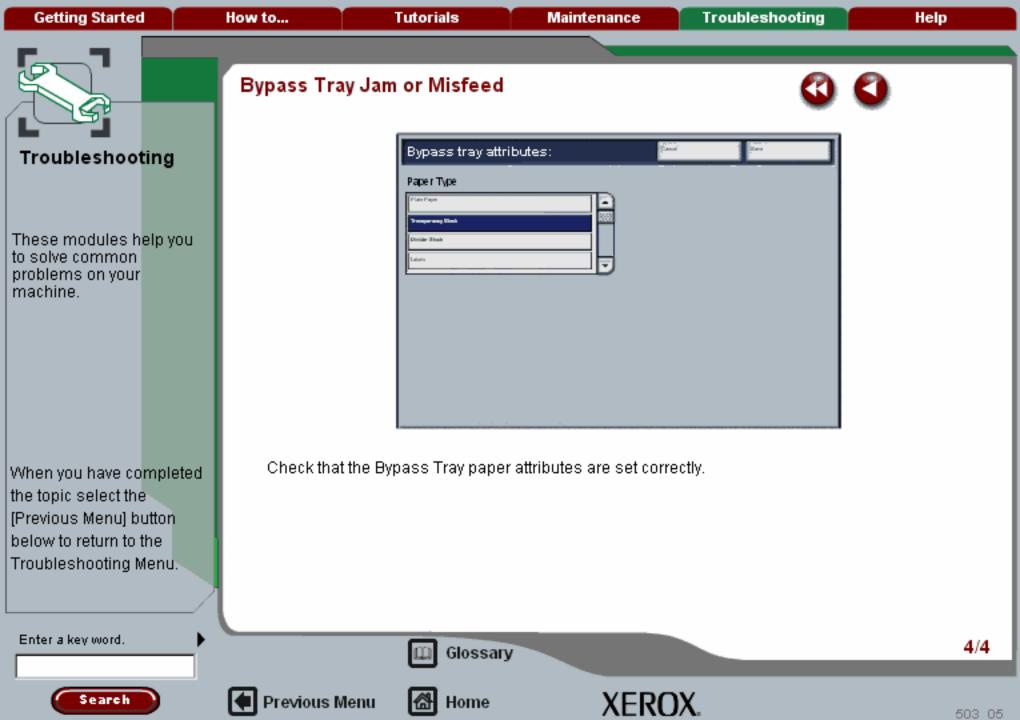
Glossary















Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.

Envelope Jam



Envelope Jams occur in the paper path clearance areas. The machine will display a message indicating the clearance area.

For more information on removing paper jams from these areas go to the topic titled Paper Jams within this module.

If after clearing the jam, the envelope jams again follow the steps on the following pages.

Enter a key word.



Glossary



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Home



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Troubleshooting

These modules help you to solve common problems on your machine.

When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.









Envelopes can only be fed from the Bypass Tray.

Check that the envelopes are within specification. For more information about envelope specifications go to the Stock Type, Envelope topic in the Paper and Media Tutorial

NOTE: Some wrinkle is expected on the back of the fed envelope.

Enter a key word.



Glossary



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Home



Getting Started Tutorials How to... Maintenance Troubleshooting Help



Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Message will not clear

- If the fault is a paper jam, ensure that any paper is removed from the appropriate area and that there are no hidden or small pieces of paper left behind.
- Reboot your machine by powering Off and ON using the On/Off button at the front of your machine.







Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

	:		-1
Message	WIII	not	ciear

> 8.5" x 11" original was not enlarged onto an 11" x 17" page

Deformed transparencies



Inserts have images printed on them

Fax >>>

Touch Screen >>>

Output does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

Miscellaneous >>>

Pages in the set are not stapled or punched

Drilled paper holes are on the wrong side

8.5" x 11" original was not enlarged onto an 11" x 17" page

- 11" x 17" paper can only be loaded in the short edge feed direction.
- Select a percentage for enlargement, or select the required paper tray and Auto% reduce/enlarge.

Search







Output >>>

Touch Screen >>>

Power / Memory >>>

Miscellaneous >>>

Documents will not feed

Fax >>>

correctly

Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5" x 11" original was not enlarged onto an 11" x 17" page Message will not clear

Deformed transparencies

Inserts have images printed on them

Output does not reflect the selections made

Output is not stacked correctly

Pages in the set are not stapled or punched

Drilled paper holes are on the wrong side

Deformed transparencies

 Check to see if Transparencies is selected on. the touch screen. The machine automatically adjusts for different types of media, paper can tolerate more heat than transparencies.









Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

8.5" x 11" original was not enlarged onto an 11" x 17" page

Deformed transparencies

Output >>>

Inserts have images printed on them

Fax >>>

Touch Screen >>>

Output does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

Pages in the set are not stapled or punched

Miscellaneous >>>

Drilled paper holes are on the wrong side

Inserts have images printed on them

 Insert blank sheets of paper with the documents to mark each location for an insert.



Previous Menu





Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5" x 11" original was not enlarged onto an 11" x 17" page Message will not clear

Deformed transparencies

Inserts have images printed on them

Touch Screen >>>

Output >>>

Fax >>>

DOUTPUT does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

> Drilled paper holes are on the wrong side

Pages in the set are not stapled or

Output does not reflect the selections made

 Select the Save button, if appropriate, after. each selection on the touch screen.

Miscellaneous >>>







punched





Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5" x 11" original was not enlarged
onto an 11" x 17" page

Message will not clear

Deformed transparencies



Inserts have images printed on them

Fax >>>

Output does not reflect the selections made

Power / Memory >>>

Touch Screen >>>

Output is not stacked correctly

Documents will not feed correctly

Miscellaneous >>>

Pages in the set are not stapled or punched

Drilled paper holes are on the wrong side

Output is not stacked correctly

 Check to see if the paper tray guides are locked into position against the paper.



Search





Getting Started How to... **Tutorials** Troubleshooting Help Maintenance



Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message	will	not	clear	

8.5" x 11" original was not enlarged onto an 11" x 17" page

Deformed transparencies



Inserts have images printed on them

Fax >>>

Output does not reflect the selections made

Touch Screen >>>

Output is not stacked correctly

Power / Memory >>>

Pages in the set are not stapled or punched

Documents will not feed correctly

Miscellaneous >>>

Drilled paper holes are on the wrong side

Pages in the set are not stapled or punched

- Check to see if the paper tray guides are locked into position against the paper.
- Select the option on the touch screen.
- Check that there are staples in the staple cartridge
- Check that the Waste Hole Punch Container is not full.









Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

8.5" x 11" original was not enlarged onto an 11" x 17" page

Message will not clear

Deformed transparencies

➤ Output >>>

Inserts have images printed on them

Fax >>>

Touch Screen >>> Output does not reflect the selections made

Power / Memory >>>

Output is not stacked correctly

Documents will not feed correctly

punched

Miscellaneous >>>

▶ Drilled paper holes are on the wrong side

Home

Pages in the set are not stapled or

Drilled paper holes are on the wrong side

 Ensure that the drilled paper is loaded correctly in the paper tray, the holes are on the trailing edge of the loaded paper.







Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

▶ Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

Fax communication finishes with an error message

The machine answers calls, but will not accept incoming data

An image is reduced on a transmission

Confirm the original size of the documents.
 Documents might be reduced based on the available paper supply at the receiving fax machine.











Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

Fax communication finishes with an error message

The machine answers calls, but will not accept incoming data

Fax communication finishes with an error message

 Print an Error History Report and check the list of error types and error codes.









Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

▶ Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

An image is reduced on a transmission

Fax communication finishes with an error message

The machine answers calls, but will not accept incoming data

Home

The machine answers calls, but will not accept incoming data

- If the job contains several graphics, the machine might not have enough memory. The machine will not answer if memory is low. (Additional memory is an option.)
- Remove stored documents and jobs and wait for existing jobs to complete. This will increase available memory.

Search









Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

One of the paper trays is not displayed in the Paper Supply selections

> The Finisher/Stapler option is not displayed

One of the paper trays is not displayed in the Paper Supply selections

- Check to see if any of the paper trays are open. If a tray is ajar, the machine cannot sense its connection.
- Open and close each paper tray.
- Reboot your machine by powering Off and ON using the On/Off button at the front of your machine.









Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

One of the paper trays is not displayed in the Paper Supply selections

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

The Finisher/Stapler option is not displayed

- Ensure that the finisher interlock switch is installed.
- Check the finisher cables.

The Finisher/Stapler option is not displayed











Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Can't store a document for secure polling due to memory full

> The machine displays a memory full error message

The machine does not accept documents into memory

The machine will not power ON

Can't store a document for secure polling due to memory full

- Check with the key operator about available memory.
- Cancel the operation and try again later when additional memory is available.

Search







Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Can't store a document for secure polling due to memory full

The machine displays a memory full error message

The machine does not accept documents into memory

The machine will not power ON

Home

The machine displays a memory full error message

- Check with the key operator about available memory.
- Divide the remaining pages of your job into several small jobs and run the job again.











Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Can't store a document for secure polling due to memory full

The machine displays a memory full error message

The machine does not accept documents into memory

The machine will not power ON

The machine does not accept documents into memory

- Check with the key operator about available. memory capacity.
- If the memory is almost full, print and delete unnecessary files.





Previous Menu





Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Can't store a document for secure polling due to memory full

Fax >>>

Touch Screen >>>

The machine displays a memory full error message

Power / Memory >>>

The machine does not accept documents into memory

Documents will not feed correctly

Miscellaneous >>>

The machine will not power ON

The machine will not power ON

- Check the power cord installation.
- Firmly press the ON/OFF button.
- Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify voltage.)











Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

Documents will not feed correctly

- If you are experiencing problems feeding certain types of document ensure that the document media is suitable for the Document Handler. Check the **Document Specifications** in the **Getting Started** section of this program.
- Alternatively you can place the documents on the Document Glass.





Problem Statements

If you are experiencing difficulties using your machine check the suggestions below for problem solving advice.

Message will not clear

Output >>>

Fax >>>

Touch Screen >>>

Power / Memory >>>

Documents will not feed correctly

Miscellaneous >>>

With an external control device connected, the machine displays Ready to Copy, but users cannot log in With an external control device connected, the machine displays Ready to Copy, but users cannot log in

 Check the external device to ensure that it is properly connected and powered on.



Search

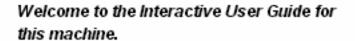












This interactive guide is designed to help you become familiar with the your new machine.

This comprehensive program delivers everything from installing and configuring your machine, to making the most of its features and functions, allowing you to take productivity to the next level.















Customised Instructions

The sections include easy to follow, step by step instructions customised to your specific requirements, complemented by examples and animated illustrations.

Ном дотсорд

Complete steps 1, 2 and 3 to generate the instructions to complete your specific copy job.

1 Your document

Describe your original document by selecting from these menus.

Your copies

Select what you want your copies to be from these menus. Select the bullon to display the instructions to complete your copy

Page size

g 2 XII.	•
Турів	
Loose sheets	•
Number of pages	
1 to 75	•
Sides Imaged	
All 1 sided	•
Image Quality	
	_

Media

Normal

Plain paper
Cutput
Collated
2 Sided
All 1 sided

\$120
8.5"x11"

OK

XEROX

Collecting your copies



That completes the procedure. You can:

Your job will be delivered to the output tray.

Review his procedure by using the Skip Back bullon above.

Print his procedure by selecting the Printbullon above.

Greate a new procedure by selecting the Previous Menu symbol at the top left of the screen.



XEROX







Occurrences of key word. Selectyour chosen topic.





Instant Information

Glossary

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z ?

A3, A4, A5, A6, B4, B5 - These are common metric paper sizes.

Activity Report - a report that contains information about jobs sent and received.

ADF - Automatic Do APS - Auto Paper S

Auditron - a trackin built into the produ Auditron to track over individual usage at feature separately.

Auditron Administra user, whose respo and maintain auditr

In addition, you can use the search facility to look for specific topics or look up unfamiliar terms in the glossary.

Search again. Enter another keyword and select the button.

Image

Search

Search Complete Your search returned 17 Matches Image Shift-Copy Invertimages - Copy

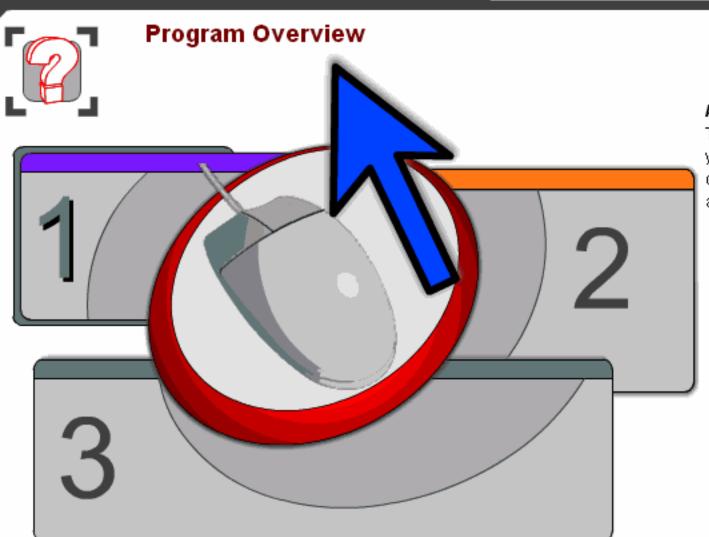
ImageQ tality - (server Fax)

Sides Imaged - Copy

More Image Quality - (server Fax)

imageQuality - (internet Fax)













As Easy as 1 - 2 - 3

That means all the information you need even for the most complex jobs is just a few clicks away.

Previous Menu











Navigation Icons



Navigation by Icons

You can use the navigation icons found on the home screen to view the topics.







Navigation Tabs

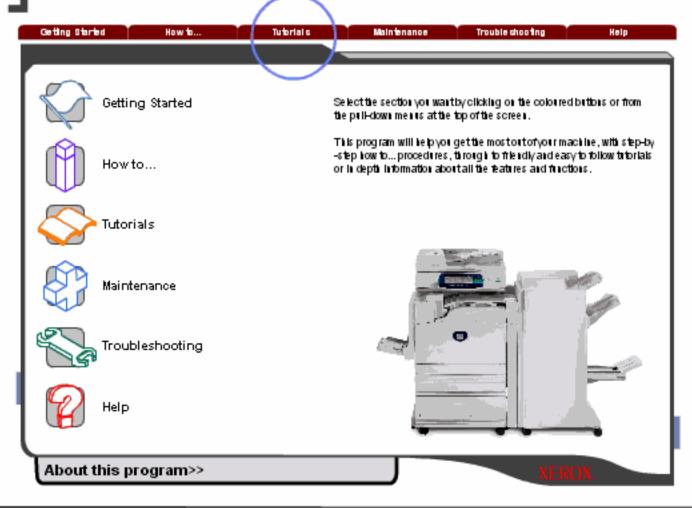






Navigation by Tabs

Alternatively, you can click on the navigation tabs on the top of the screen to browse across the topics from anywhere within the quide.











You have completed the Program Overview. Please take a moment to explore the guide.







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