

## About this program>>





## About this program>>



🖉 Macromedia Flash Player 8					
File View Control Helj	p				
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

Loading Paper >>>

Simple Copying

Simple Faxing - Server

Simple Faxing - Embedded

Simple Internet Faxing

Simple Network Scanning

Simple Scan to E-mail









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 machine needs change, your machine can be upgraded accordingly.

Your machine will produce up to 65 prints per minute.



















Search



































































Search








## About this program>>







































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•• Search



































## About this program>>



## 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.

To ensure you that operate the equipment safely please read these safety notes carefully before using this product.

Introduction

Safety Notes

Regulatory Information

Environmental Compliance

















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Enter a key word.

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Glossary

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## About this program>>





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### Fax

These modules will show you 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.

Your machine can have either Server Fax or Embedded Fax. At your machine, select the **Fax** mode. If the screen shows the **Superfine** Resolution option, as shown below, you have the Embedded Fax operating on your machine. Select the appropriate fax mode shown below, to continue.

Fax (Server)

# 💽 Fax (Embedded)


























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File View Control Help	l de la constante de				
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
			-		

## How to Network Scan

These modules will show how to use the Network Scanning feature. The how to will produce step by step instructions for most of the network 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 Network Scan

These modules will show how to use the Network Scanning feature. The how to will produce step by step instructions for most of the network 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











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Cancel

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

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to replay the step.

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Cancel

Glossary

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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File View Control Help						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
Maintain your Product						

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 Information/Usage Counters

Cleaning your machine >>>

Adjusting Trays 3 and 4

Loading Staples >>>

Replacing the Drum Cartridges

Replacing the Toner Cartridges

**Replacing the Fuser** 

Replacing the Charge Corotron

Replacing the Waste Toner Container

Emptying the Hole Punch Waste Container





🖉 Macromedia Flash Player 8						
File View Control Help						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
	Ordering Su	pplies		<b>Print</b>	0	
Maintain your Product		ies are available f er printing media	or your machine, for exa	imple:		
This topic describes how to perform the maintenance task you selected.	• Staples • Drum Cartridg • Toner Cartridg					
	• Fuser					
Select the NEXT button to move to the next step.	• Waste Toner (					
Select the REPLAY button to replay the step. Select the PRINT button at the top of this screen to print this procedure.	To obtain supplies contact your local Xerox representative, giving your company name, the number and the machine serial number.					
Enter a key word.		Glossary			1/2	
Search	🚺 Previous Menu	🔠 Home	XERO	Χ.	402 01	

























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File View Control Help							
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help		
	Warning an	d Caution		Print			
Maintain your         Product         This topic describes how to perform the maintenance task you selected.    WARNING: When cleaning your machine do NOT use organic or strong chemical solven aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning only as directed in this documentation. Keep all cleaning materials out of the reach of or selected.							
Select the NEXT button to move to the next step. Select the REPLAY button	CAUTION: Do maintain or se	NOT remove the co ervice any of the part procedure that is N	vers or guards that are s that are behind these	n a risk of explosion and fi fastened with screws. Yo covers and guards. Do A ed in the documentation s	u cannot VOT attempt any		
to replay the step. Select the PRINT button at the top of this screen to print this procedure.							
Enter a key word.	Previous Ment	💷 Glossary u 🛃 Home	XERO	X.	<b>1/1</b> 403 01		















🖉 Macromedia Flash Player 8							
File View Control Help							
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help		
	Adjusting Tra	ays 3 and 4		Print 🔇	000		
Maintain your							
Product							
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.		opriate tray, load ti	e paper, and move the g	guide to just touch the	edge of the paper		
Select the PRINT button at the top of this screen to print this procedure.	stack.						
Enter a key word.		🛄 Glossa	у		2/7		
Search	Previous Menu	u 🚮 Home	XERO	Χ.	404-04		





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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Adjusting 1	Frays 3 and 4		Print 🔇	000
Maintain your Product		Tray Settings Tray 3 Paper Type		Canto L Save	
This topic describes how to perform the maintenance task you selected.		Plain Paper Drilled Labels Pre-prived			
Select the NEXT button to move to the next step.		White Bitum Grown Pink	*		
Select the REPLAY button to replay the step.	Once you ha	ave selected the correct	Paper Type and Pap	er Color, touch the Save	button.
Select the PRINT button at the top of this screen to print this procedure.	Select the S	<b>ave</b> button.			
Enter a key word.		🖽 Glossary			5/7
Search	Previous Me	enu 🛃 Home	XERO	IX.	404.04




































































































































































## About this program>>





## About this program>>







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 machine needs change, your machine can be upgraded accordingly.

Your machine will produce up to 65 prints per minute.



















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### Macromedia Flash Player 8 File View Control Help

How to...

Help

Troubleshooting

# 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 and the machine.

For information on the required power supply sel-Specifications from the Getting Started tab.

Tutorials

Maintenance

## NOTE:

Previous Menu

In North America, the machine requires the use of a 20-ampere outlet receptacle, shown here.

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Getting Started

Product

Overview

This topic describes how

When you have completed

the topic select the [Previous Menu] button below to return to the Product Overview Menu.

to power up and power

down the machine.



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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Energy Save Modes Your machine has energy saver features which significantly reduce the power consumption during

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Product Overview Menu.

Previous Menu

Home

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Enter a key word.

Search

Product

Overview

vour machine.

This topic describes the

energy saving modes of

Your machine has energy saver features which significantly reduce the power consumption during periods of inactivity. When your machine is in an energy saver mode, the Energy Saver indicator light is lit. Job Statua Services Machine Status The Energy Saver modes are: 2 3 - Stand-by 5 Log In/Out 8 7 - Low Power 0 Linguige (i) (c) - Sleep Energy Saver Indicator light 1/3 Glossary

XEROX.







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Ø	) Macromedia Flash	Player 8				
Fil	le View Control Help	5				
	Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
ľ	Choos	e tutorials explain the c se the topic you want to	copying features of the m o learn about from the m achine when you have a t	nenu below. Each topic v	will only take a few minutes t	to complete so
	Simple Co	pying				
	Loading D	)ocuments >>>				
	Output Co	lor				
	Reduction	n/Enlargement				
	2 Sided Co	opying				
	lmage Qua	ality >>>		6		
	Layout Ad	ljustment >>>				
	Output for	rmats >>>				
	Job Assei	nbly >>>				



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File View Control Help						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
	Simple Co	pying			0	
Сору		ig copies on your ma you want to make.	achine, you need to dete	ermine what you want to co	py and how	
These modules d <mark>escribe</mark> all the copy features of the machine.	1. Load t 2. Press 3. Select 4. Enter 5. Press	the document the <b>Services</b> buttor t the features on the the quantity				
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.		🛄 Glossar	y		1/8	
Search	Previous Mer	nu 🛃 Home	XERO	X.	302 01	

### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started How to... Troubleshooting Tutorials Maintenance Help Simple Copying 6 1. Load the documents Copy A choice of document input areas is available. These are: 1. A Document Handler for multiple documents. These modules describe Up to 250 documents can be scanned at one time all the copy features of the using the Document Handler. Ensure the machine. 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 top of the page towards the back or left 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. Enter a key word. 2/8 Glossary XEROX. Previous Menu Search Home 窗 302 01



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File View Control Help								
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help			
Choose you can Simple Co Simple Co Simple Co Simple Co Contput Co Reduction 2 Sided Co Image Qu Layout Ac Output fo	e tutorials explain the co se the topic you want to an learn about your mac <b>copying</b> Documents >>> > > > olor n/Enlargement Copying	learn about from the m chine when you have a	nenu below. Each topic v few minutes to spare. View All Topics Document Han Document Han Document Glas	dler dler - Mixed Sized Origina				

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🖉 Macromedia Flash Player 8						
File View Control Help						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
	Loading docu	iments			0	
Copy These modules describe all the copy features of the	Most shapes and sizes of documents can be copied on this machine. The Document Handler will automatically feed 1 or 2-sided documents. The document glass can be used to copy bound or the more unusual document.					
machine.	The Tutorial is d	This tutorial explains how to load your documents into the machine. The Tutorial is divided into the following sections:				
	> Document Ha	ndler				
	> Document Ha	ndler - Mixed Size	e Originals			
	> Document Glass					
	> Document Gla	ass - Book Copyi	ng			
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.						
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Ø Macromedia Flash Play	ver 8				
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Reduction and enlargement				
Сору	The reduce/enlarge feature provides a variety of reduction and enlargement options to adjust the size of the output image.				
These modules d <mark>escribe</mark> all the copy features of the machine.	Various automa reductions or en requirements. In this tutorial yo <b>1.</b> Access the	atic and pre-set se nlargements, whil ou will learn how t most commonly u	lections are available to e a custom setting enal	_	common
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.		Glossary			1/5
Search	🚺 Previous Menu		XERO	IX.	302 12


















































## 🧭 Macromedia Flash Player 8 File View Control Help **Getting Started** Troubleshooting How to... Tutorials Maintenance Help Color Balance Color Balance Copy Cancel Undo Save These modules describe all the copy features of the machine. Basic Color Advenced Color The Basic Color option allows you to adjust the levels of all four process colors (yellow, magenta, When you have completed cyan, and black). the topic select the [Previous Menu] button below to return to the Copy Menu. Enter a key word. Topic 5/6 3/4 Glossary m XEROX. 🗲 Previous Menu Search 霝 Home 314 05











































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# 🧭 Macromedia Flash Player 8 File View Control Help Getting Started How to... Troubleshooting Tutorials Maintenance Help Layout Adjustment Invert image Copy As shown below, the Mirror Image feature reverses the original image creating a mirror of the original. This feature can be used when you want to change the apparent direction of an image or where the These modules describe original is inked on the reverse of the paper e.g. engineering drawings. If necessary your machine all the copy features of the will automatically rotate the image by 180°, depending on the orientation of your original and the machine. paper supply selected. 23 When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu. Enter a key word. Topic 6/6 1/3 Glossary XEROX. Previous Menu Search Home 窗





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Ø Macromedia Flash Play	yer 8				
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Output Forma	t			0
Copy These modules describe	The Output Format options allow you to manipulate the copied images and enhance the appearance and style of your copy jobs. There are 4 options. > Booklet Creation				
all the copy features of the machine.	> Covers				
	> Transparency Options > Page Layout				
	This tutorial will show you how to use all of the options found on the Output Format tab.				
When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu.					
Enter a key word.		Glossary			
Search	Previous Menu	🔠 Home	XERO	Χ.	302 22

























## 🖉 Macromedia Flash Player 8 -File View Control Help Getting Started How to... Maintenance Troubleshooting Help Tutorials **Output Format** Covers Copy The options for covers are shown here. These modules describe Front and Back Covers - Your output will be printed with one sheet of cover stock inserted at the all the copy features of the front and at the back of each document set. machine. 🐚 Covers Undo Cancel Save No Covers Froni and Back Froni Only When you have completed the topic select the Back Only [Previous Menu] button below to return to the Copy Menu. Enter a key word. Topic 2/4 6/14 Glossary XEROX. 🗲 Previous Menu Search 岔 Home

### 🧭 Macromedia Flash Player 8 -File View Control Help Getting Started How to... Maintenance Troubleshooting Help Tutorials **Output Format** Covers Copy The options for covers are shown here. These modules describe Front Covers Only - Your output will be printed with one sheet of cover stock inserted at the front of all the copy features of the each document set. machine. Covers Undo Cancel Save No Covers Froni and Back Froni Only When you have completed the topic select the Back Only [Previous Menu] button below to return to the Copy Menu. Enter a key word. Topic 2/4 7/14 Glossary m XEROX. 🗲 Previous Menu Search 霝 Home

### 🧭 Macromedia Flash Player 8 -File View Control Help Getting Started How to... Maintenance Troubleshooting Help Tutorials **Output Format** Covers Copy The options for covers are shown here. These modules describe Back Covers Only - Your output will be printed with one sheet of cover stock inserted at the back of all the copy features of the each document set. machine. Covers Undo Cancel Save No Covers Froni and Back Froni Only When you have completed the topic select the Back Only [Previous Menu] button below to return to the Copy Menu. Enter a key word. Topic 2/4 8/14 Glossary m XEROX. 🗲 Previous Menu Search 霝 Home



#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started How to... Maintenance Troubleshooting Tutorials Help **Output Format** Covers Copy These are the options for printing on the covers. These modules describe 1 Sided covers - The first page (and/or last page) of your document will be printed on the cover all the copy features of the stock. machine. n Covers Undo Cancel Save 25% 1 0 44 No Covers Blank Cover 2 🔜 | 1217" Front and Back 1 Sided Froni Only 2 Sided When you have completed the topic select the 4 0 56111 Back Only 2 Sided, Rolaie Side 2 [Previous Menu] button s 🛎 Jis 65 below to return to the Copy Menu. More ... Enter a key word. Topic 2/4 10/14 Glossary m XEROX. 🕈 Previous Menu

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#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started How to... Maintenance Troubleshooting Tutorials Help **Output Format** Covers Copy These are the options for printing on the covers. These modules describe 2 Sided covers - The first and second page (and/or the last 2 pages) of your document will be all the copy features of the printed on the cover stock. machine. 👔 Covers Undo Cancel Save 25% 1 44 No Covers Blank Cover 2 🔜 | 1217" Froni and Back 1 Sided 2 E 5.0x11\* Froni Only 2 Sided When you have completed the topic select the 4 0 00111 Back Only 2 Sided, Rolaie Side 2 [Previous Menu] button s 🖉 Jis Da below to return to the Copy Menu. More ... Enter a key word. Topic 2/4 11/14 Glossary m XEROX. 🕈 Previous Menu Search 贷 Home




























## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started How to... Troubleshooting Tutorials Maintenance Help Output Format Multiple up The actual number of rows and columns available is limited by the minimum reduction value (25%). Copy and your selected paper output. Certain features cannot be used with the Multiple Up feature and will be grayed out on the touch screen. These modules describe The examples below are typical output that can be produced when using the Multiple Up feature. all the copy features of the machine. 2 1 2 3 Blank Area 4

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









## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Tutorials Troubleshooting How to... Maintenance Help Output Format Repeat Image First select the paper tray you want to use. Repeat Image is not available if Auto Paper Select is Copy selected, you need to tell the machine how many images you want printed on each page (2 Pages Up, 4 Pages Up, etc.), and how your original images are oriented. 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. These modules describe all the copy features of the Switch on Repeat Image by selecting the Output Format tab, the Page Layout button and the machine. Repeat Image button. 🔠 Page Layout Undo Cancel Multiple Lip None Image When you have completed the topic select the [Previous Menu] button below to return to the Copy Menu. Enter a key word. 12/15 Topic 4/4 Glossary XEROX. Search Previous Menu Home â





## 🧭 Macromedia Flash Player 8 File View Control Help Getting Started How to... Troubleshooting Tutorials Maintenance Help Output Format Repeat Image The actual number of rows and columns available is limited by the minimum reduction value (25%). Copy and your selected paper output. Certain features cannot be used with the Repeat Image feature and will be graved out on the touch screen. These modules describe The examples below are typical output that can be produced when using the Repeat Image feature. all the copy features of the machine. 2 1 2 3 4 Blank Area 5 6

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

3 4

4 Originals using 2 rows and 2 columns

7 8 9 10 10 Originals using 5 rows and 2 columns

XEROX.



You have completed the review of the Page Layout feature.

Glossary

Enter a key word.

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Topic 4/4





🧭 Macromedia Flash Player 8					
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Job Assembly	,			0
<b>Copy</b> These modules describe all the copy features of the machine.	Use the productivity features available in the Job Assembly tab to program a job. There are 4 options:				
	> Build Job				
	> Sample Job				
	> Save Current Settings				
	> Retrieve Saved Settings				
	This tutorial will show you how to use all of the above productivity and output features, which can be found on the Job Assembly tab.				
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.	•	🖽 Glossar	y		
Search	🚺 Previous Menu	🔠 Home	XERO	Χ.	302-29




























































### About this program>>







Ø Macromedia Flash Player 8					
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Simple Faxin	g			0
Fax Server	In this tutorial you	ı will learn the 6 s	imple steps to follow v	vhen faxing a document:	
These modules describe all the Fax features of the machine.	<ol> <li>Load the document.</li> <li>Press the Services button, then press the Fax icon and touch OK.</li> <li>Enter the Fax number or numbers and touch the Add button.</li> <li>Change any Fax settings as required.</li> <li>Press Start.</li> <li>Identify the job in Job Status mode.</li> </ol> Fax is an optional feature and may not be available on your machine.				
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Fax Menu.					
Enter a key word.		Glossary			1/8
Search	🚺 Previous Menu	🛃 Home	XERO	Χ.	303 01

# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance

## 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 250 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 top of the page towards the back or left of the machine. Position the guides to just touch the edge of the documents.

Enter a key word.

the topic select the [Previous Menu] button below to return to the Fax

Menu.

Fax Server

machine.

These modules describe

all the Fax features of the

When you have completed





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Ø Macromedia Flash Player 8					
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Dialing Option	IS		3	
Fax Server These modules describe all the Fax features of the machine.	<ul> <li>Entering a Fax</li> <li>Using the Rec</li> <li>Dialing Chara</li> <li>Fax Directory</li> </ul>	«Number cipient List cters	s module, where you ha		
When you have completed the topic select the [Previous Menu] button below to return to the Fax Menu.	Return to the pre	evious menu to re			
Search	🚺 Previous Menu	🔠 Home	XERO	Χ	








































































































## 🧭 Macromedia Flash Player 8 File View Control Help Getting Started How to... Troubleshooting Tutorials Maintenance Help Simple Faxing 1. Load the documents Fax Embedded A choice of document input areas is available. These are: 1. A Document Handler for multiple documents. These modules describe Up to 250 documents can be scanned at one time all the Embedded Fax using the Document Handler. Ensure the features of the machine. 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 top of the page towards the back or left 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 Embedded Fax Menu. Enter a key word. 2/8 Glossary XEROX. Previous Menu Search Home

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File View Control Help	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help		
Fax Embedded	Speed Dial The table below	v shows some add	ditional <b>Speed Dial</b> inp	ut short cuts.	٥		
These modules d <mark>escribe</mark> all the Embedded Fax features of the ma <mark>chine</mark> .	Enter this data	Results					
	123	To dial the fax number assigned to speed dial number 123.					
	#001	To dial group number #001.					
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.							
Enter a key word.	•	🖽 Glossary			2/2		
Search	🚺 Previous Menu	🔠 Home	XERO	DX.	312 06		







































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File View Control Help							
Getting Started	How to Tutori	ials Maint	enance	Troubleshooting	Help		
	Basic Settings				0		
Fax Embedded	The Advanced Settings options allow you to manipulate the scanned image and enhance the appearance and style of your faxed document. There are 4 options:						
These modules d <mark>escribe</mark> all the Embedded Fax features of the ma <mark>chine</mark> .	> 2 Sided Scanning						
	> Original Type						
	> Resolution						
	> Cover Page						
This tutorial will show you how to use all of the Image Adjustment options.							
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.							
Enter a key word.	Ē	Glossary					
Search	Previous Menu	Home	XERO	Χ.			








































File View Control Help					
	How to	Tutorials	Maintenance	Troubleshooting	Help
Getting Started	Lighten/Dark The Lighten/D Move the slide images. Move the slide the original of	<b>en</b> Darken feature enab er control <b>down</b> to da er control <b>up</b> to lighte	les you to lighten or da arken the copy, for exan	rken the image on your copy nple, from light originals suc e, to copy more details from a spaper originals.	h as pencil
the topic select the [Previous Menu] button below to return to the Embedded Fax Menu. Enter a key word.	Darke	- Glossary			1/1
	-	_			
Search	📕 Previous Men	iu 🖀 Home	XERO	JA.	202 115

Macromedia Play	61.0				
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Fax Embedded	Background opposite si	de printing shows thro	ough. The Auto Suppre	anted shading from originals s <b>sion</b> option in the Backgro r eliminates any background	und
These modules d <mark>escribe</mark> all the Embedded Fax features of the ma <mark>chine</mark> .	caused by c • The Darke • The origin	colored paper or news en adjustment does ne al has a gray or colore	spaper originals. Select ot produce a satisfactor ed border, such as a ce	the <b>No Suppression</b> option y copy from light originals.	when:
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.		Image Enhanceme Background Suppression	nt	Unda Cancel Save	]
Enter a key word.		🛄 Glossar	y		1/1
Search	Previous Me	enu 🚮 Home	XERO	IX.	303 12











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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Fax Embedded These modules describe all the Embedded Fax features of the machine.	of your orig and down s If your origi cannot use	<b>e Input</b> is used when inal from a list of pre-s scroll bars. nal is not a standard p this mode when usin	set, standard document paper size, select the Cu g the document handle	ment glass and allows you f sizes. You can view the list <b>Istom Size</b> option in the scr r.	by using the up oll list. You
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.		Original Size	Cus iom Gize 55" x 0.5" 55" x 0.5" 0.5" x 11" 0.5" x 11" 11" x 17" 0.55" x 14"		
Enter a key word.		🛄 Glossar	y		3/6
Search	Previous M	enu 🛃 Home	XERC	)X.	202 42-











File View Control Help					
Getting Started	How to Tutorials Maintenance Troubleshooting Help				
	Fax Options				
Fax Embedded	The Fax Options tab allows you to specify how your fax document is transmitted and how it is printed at the receiving fax machine.				
These modules d <mark>escribe</mark>	This module describes the various options available:				
all the Embedded Fax features of the ma <mark>chine.</mark>	> Confirmation Options				
	> Transmission Header Text				
	≻ Delay Start				
	> Starting Rate				
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.					
	Glossary				
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File View Control Help		
Getting Started	How to Tutorials Maintenance Troubleshooting Help	
	Polling	1
Fax Embedded	Polling is the retrieval of a document from a remote machine's memory. Your machine can poll a remote machine for faxes or allow a remote machine to poll your machine for stored documents.	
These modules d <mark>escribe</mark>	This module describes the available polling options:	
all the Embedded Fax features of the ma <mark>chine.</mark>	> Overview	
	> Local Polling	
	> Remote Polling	
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.		
	Glossary	J
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File View Control	Help					
Getting Started		How to	Tutorials	Maintenance	Troubleshooting	Help
		Secure Job				0
Fax Embed		immediatel incoming fa	ly. If the machine adn	ninistrator has switched omplete Jobs queue as	s queue as Fax Jobs and wi d on the <b>Secure Receive</b> fea s Held : Secure Print. To prin	ture all
These modules de all the Embedded features of the ma	Fax					
		To view the queue.	details of a fax that h	as been held awaiting	a passcode, select the held	fax in the
		To release	a fax for printing, sel	ect the <b>Release secure</b>	faxes button.	
When you have co the topic select the [Previous Menu] bu below to return to t Embedded Fax Me	utton he					
Enter a key word.	- •		🖽 Glossa	ry	Topic 2/2	1/2
Search		Previous M	enu 🔀 Home	XERO	DX.	312 44























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File View Control Help				
Getting Started	How to Tute	orials Mainte	enance Troublesh	ooting Help
Fax Embedded	automatically de-sele	cted.	ocument to the fax queue a control buttons, for a desc	
These modules d <mark>escribe</mark> all the Embedded Fax features of the ma <mark>chine</mark> .	When you have finish Job. Build .	ed viewing the descripti Job		ed the description of <b>Build</b>
	<ul> <li>Build J</li> <li>Build J</li> <li>Display</li> <li>window</li> <li>betwee</li> <li>segment</li> </ul>	b On		
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.				Bistore All Bisgrounds Bistore Land
Enter a key word.		Glossary		6/6
Search	🚺 Previous Menu 🛛 🛛	Home	XEROX.	242.26

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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Build Job			3	3
Fax Embed <mark>ded</mark>	The machine v automatically o		npleted fax document t	o the fax queue and build jo	b will be
	Roll the cursor	over the other act	ive build job control bu	ttons, for a description of ea	ich.
These modules d <mark>escribe</mark> all the Embedded Fax features of the machine.	When you have <b>Job</b> .	e finished viewing	the descriptions you w	vill have completed the desc	ription of <b>Build</b>
When you have completed the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.				Brighters All Registration Registration Registration	
Enter a key word.					
		🖽 Glossar	У		6/6
Search	🚺 Previous Menu	ı 🚮 Home	XER	DX.	242.26





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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Fax Reports			3	3
Fax Embedded	requested rep		he print queue. When y	nd select the <b>Print Now</b> bu ou have submitted all the	
These modules d <mark>escribe</mark> all the Embedded Fax features of the ma <mark>chine.</mark>	fax features.		on of Fax Reports. Ret	urn to the previous menu t	
		Print Fax Reports civily Report rescal Report. Dail Directory Report.			
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Embedded Fax Menu.		Group Directory Report			
Enter a key word.	Previous Mer	🛄 Glossar	XERC	DX.	3/3

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File View Control Help					
Getting Started	How to Tutorials	s Maintenance Troubleshooting Help			
Training and Information					
Getting St		Froduct Overview			
How to		Copy Fax Internet Fax			
Tutorials		Network Scanning E-Mail Print Finishing Options Paper and Media			
Maintenar	nce				
Troublest	hooting	Auditron Machine Administration			
Help		Machine/Job Status Internet Services			
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## About this program >>













Enter a key word.



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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Entering an e-	mail address	;		0
Internet Fa <mark>x</mark>	When entering a	n e-mail address	there are different opti	ons available with your mach	iine.
These modules d <mark>escribe</mark> all the Internet Fax features of the machine.	This topic will shi book your machii > Overview		ter the address and inf	forms you of the different type	s of address
	≻ Manually				
	> Address Books				
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.	> Address Book	Types			
Enter a key word.		Glossary			
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File View C	ontrol	Help							
Getting S	tarted		How to	Tutorials	Mainter	ance	Troubleshooting	Help	
Internet These mode all the Intern of the maching	ules de iet Fax 1	scribe	recipient is i in much the example, an	not in any of the con same way as you iyone@anycompar formation about ma	nfigured addres would enter the iy.com.	s books, use t recipient addr	vired recipient, or if y his option. Enter the ess on your persona ress go to the topic	e e-mail addre al computer. F	ess For
When you ha the topic sel (Previous Me below to retu Internet Fax	ect the enu) bu urn to th Menu.	tton							
Enter a key w	vord.			Gloss	ary		Topic 1/4		2/3
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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Internet Fax	· · ·	re of the complet		s, use the address books to	
These modules d <mark>escribe</mark> all the Internet Fax features of the machine.	books in much For more inforn <b>Address Book</b>	the same way as nation about using within this module	you search the addres g address books to en e.	u do know and then search t ss books for your personal c ter an e-mail address go to	omputer e-mail. the topic titled
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.	For more inforn Types within th	nis module.		ss books go to the topic title	d Address Book 3/3
		🛄 Glossar			0,0
Search	🚺 Previous Menu	🛃 Home	XERO	DX.	304 06

























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File View Control Help		
Getting Started	How to Tutorials Maintenance Troubleshooting Hel	p
	Entering an e-mail address	
Internet Fa <mark>x</mark>	This completes the entering an e-mail address module, where you have reviewed:	
These modules d <mark>escribe</mark> all the Internet Fax features of the machine.	<ul> <li>&gt; Overview</li> <li>&gt; Manually</li> <li>&gt; Address Books</li> <li>&gt; Address Book Types</li> </ul>	
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.	Return to the previous menu to review the other features.	
Enter a key word.	Glossary	
Search	Previous Menu 🕼 Home XEROX.	













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File View Control	Help					
Getting Started		How to	Tutorials	Maintenance	Troubleshooting	Help
		Advanced	Settings			0
Internet Fax These modules d all the Internet Fax of the machine.	escribe	appearance > Image Op > Image Eni	and style of your fax tions hancement	allow you to manipulate ed document. There an	the scanned image and en e 4 options:	hance the
		> Resolution > Quality / Fi	ile Size	o use all 4 of the Advand	ed Settings options.	
When you have co the topic select the [Previous Menu] b below to return to t Internet Fax Menu.	e utton the					
Enter a key word.			🖽 Glossa	ly l		
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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
		ion is set from a butto		-	) ()
Internet Fax	features you	may require from the	control panel.	ave so that you can program ced Settings tab and the Re	
These modules d <mark>escribe</mark> all the Internet Fax features of the machine.					_
		Internet Fax		Internet Fax Options	
		Image Options	o ∎ ∎		
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Internet Fax Menu.		0 Quality File Siz	e		
Enter a key word.		🖽 Glossary		Topic 3/4	2/3
Search	Previous Me	nu 🛃 Home	XER	OX.	204-45









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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Internet Fax	example your o	wn, as opposed to th	ne "From" address	address you want the recipie which may be the E-mail add e, select the <b>Reply To</b> button a	ress of the
These modules d <mark>escribe</mark> all the Internet Fax features of the machine.	required e-mail	I name using the key pad by selecting the I	pad on the touch s		
		Internet Fax Internet Fax O Document Format		All Services	
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.					
Enter a key word.		🛄 Glossary		Topic 2/4	1/2
Search	🚺 Previous Menu	🚮 Home	XER	OX.	304 18






































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File View Contro	l Help					
Getting Starte	d	How to	Tutorials	Maintenance	Troubleshooting	Help
Internet Fa	x	A login name 1. Select the l	etwork Access and password is requ Log In/Out button			3 0
		2. Select the		ork User Name. Select	the More Characters butto	in if required.
These modules all the Internet Fa of the machine.		Enter the Net 3. Select the		ct the More Characters	s button if required.	
		A pop-up me	ssage will be displaye	ed. Your machine is no	w processing the log-in req	uest.
When you have c the topic select th [Previous Menu] to below to return to Internet Fax Menu	utton the					
Enter a key word.			🖽 Glossa	у	Topic 2/5	2/2
Search		Previous N	Aenu 🚮 Home	XERO	DX.	305 29















File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Internet Fax Internet Fax features all the Internet Fax features of the machine.	be logged out of t	he other services : In screen will be d	at the same time as	on at the same time as Authe logging out of Authentication on the accounting and authe	A different
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu.		Glossary		Topic 4/5	3/4
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File View Control H	lelp					
Getting Started		How to	Tutorials	Maintenance	Troubleshooting	Help
Internet Fax These modules des all the Internet Fax fe of the machine.		If previously controls Environment, or network tre 1. Select the Context Tree/Context The available	This allows you to be e/context. After access <b>change Domain</b> buttor button) network environments etwork environment.	ine Administrator, you o authenticated against sing the <b>Log In</b> screen: h (or, if applicable, the <b>C</b>	can select an alternative Net a different network domain, Change Realm button or the hine Administrator, will be d	network realm, <mark>Change</mark>
When you have comp the topic select the [Previous Menu] butto below to return to the Internet Fax Menu.	on		Change R			
Enter a key word.			🛄 Glossary	/	Topic 5/5	1/1
Search		🚺 Previous M	enu 🚮 Home	XERC	DX.	305-32

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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
<b>Internet Fax</b> These modules describe all the Internet Fax features of the machine.	Environment. Thi or network tree/co 1. Select the Char Tree/Context but The available netw the required netw 2. Select the Save	gured by the Mach s allows you to be intext. After acces <b>ige Domain</b> buttor <b>ige Domain</b> buttor on) work environment. button	ine Administrator, you authenticated against sing the <b>Log In</b> screen h (or, if applicable, the ( s, as set up by the Mac	can select an alternative Ne a different network domain Change Realm button or the hine Administrator, will be o	, network realm, e <b>Change</b> lisplayed. Select
When you have completed the topic select the [Previous Menu] button below to return to the Internet Fax Menu. Enter a key word.		Glossar	γ	Topic 5/5	1/1
Search	Previous Menu	🛃 Home	XERO	DX.	305 32



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File View Control Help							
Getting Started How to	Tutorials	Maintenance	Troubleshooting	Help			
Training and Information							
Getting Started		Product Overview					
How to		Сору					
now to		Fax					
		Internet Fax					
Tutaviala		Network Scanning					
Tutorials		E-Mail					
		Print					
Maintenance		<b>Finishing Options</b>					
		Paper and Media					
		Auditron		E P			
Troubleshooting			<b>O</b>				
		Machine Administra					
		Machine/Job Status	;				
Help		Internet Services					
About this program >>			XE	ROX.			

## About this program >>









Enter a key word.



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Glossary



XEROX.

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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.





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.





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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Network Scan	ning Overview		3 6	0
Network		Settings screen allow e and style of your sca		anipulate the scan templa	te to enhance
Scanning	For more infor	mation go to the mod	ule titled Advanced Sett	i <b>ngs</b> within this tutorial.	
These modules d <mark>escribe</mark> all the Network Sc <mark>anning</mark> features of the ma <mark>chine.</mark>	Select the tab l	Layout Adjustment to	display the <b>Layout Adj</b> u	ustment tab.	
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		Network Scar Advanced Settings Image Options Ouality File Size		Job Assembly Resolution	
Enter a key word.		🖽 Glossary			4/7
Search	Previous Menu	u 🚮 Home	XEROX		205.04







File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Repositories				0
Network	Repositories are saved to and hele		ng locations set up on	i a server, where your scanne	ed files are
Scanning	The repositories	are defined in the	e template and cannot	t be changed at the machine	touch screen.
These modules d <mark>escribe</mark> all the Network Scanning features of the ma <mark>chine.</mark>	Before you can u available to your		ning, your System Adr	ministrator must set up the re	positories
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.					
Enter a key word.		🛄 Glossary			1/2
Search	🚺 Previous Menu	🛃 Home	XERO	DX.	305 05







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File View Control Help						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
	Templates				0	
Network Scanning				I using the right template is e ou will improve your own proc		
These modules d <mark>escribe</mark>	This topic will sh	ow you the creat	ing, using and adminis	stration of templates.:		
all the Network Sc <mark>anning</mark> features of the ma <mark>chine.</mark>	> Distribution Templates					
	> Creating a Ten	nplate				
	≻ Modify a Temp	late				
	> Copying a Terr	nplate				
	> Deleting a Ten	nplate				
	> Accessing a To	emplate				
When you have completed	> Update the Template List					
the topic select the [Previous Menu] button below to return to the Network Scanning Menu.						
Enter a key word.		🛄 Glossar	v			
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File View Control Help					
Getting Started	How to	Tutorials Main	tenance Troubles	nooung	Help
	Distribution Ten	nplates		3	0
Network		Network Oceanian			
Scanning		Network Scanning			
These modules describe		Output Color:	Auto Detect	Edit	
all the Network Sc <mark>anning</mark> features of the ma <mark>chine.</mark>		2 Sided Scanning	1 Sided		
		Original Type:	Photo & Text		
		Scan Presets	Custom 1		
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.	Scanning, Origina	<b>ng</b> Inning section allows you t al Type, and Scan Presets Itton to revise the existing s	•		
Enter a key word.		Glossary	Торі	c 2/8	8/14
Search	🚺 Previous Menu	🔠 Home	XEROX.		205.00



File View Control Help					
Getting Started	How to	Tutorials Mainte	nance Troublesh	ooting	Help
	Distribution Tem	plates		3	0
Network		Layout Adjustment			
Scanning					
These modules d <mark>escribe</mark> all the Network Scanning features of the ma <mark>chine.</mark>		Original Orientation Original Size	Upright Images Auto Detect	Edit	
		Edge Erase	Border Erase		
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.	Original Size, and	nt ment section allows you to s Edge Erase options. tton to revise the existing set			-
Enter a key word.		Glossary	Торіс	2/8	10/14
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File View Contro	)i Help					
Getting Starte	d	How to	Tutorials	Maintenance	Troubleshooting	Help
		-	late operation can only		ur Machine Administrator ha	
Network		repositorie	es and the default temp	late. The operation is	performed within <i>Internet Se</i>	ervices: Scanitab.
Scanning These modules all the Network S features of the m	Scanning		ation on accessing the s within this module.	Distribution Template	s select the topic titled <b>Distri</b>	bution
When you have o the topic select th [Previous Menu] below to return to Network Scannir	ne button o the	Creating a	ı new template is comp	ileted as follows		
Enter a key word.		Previous N	🛄 Glossar Aenu 🚮 Home	XERC	Торіс 3/8 )Х.	<b>1/4</b> 305 09

File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Creating a Te	emplate		3	) ()
Network		nternet Services		Index Contents Help	
Scanning		XEROX WORKCENTR	E PRO		
These modules d <mark>escribe all the Network Scanning and the Network Scanni</mark>	S	atus Jobs	Print. Scan	Properties Support	
features of the machine.	[	femplates: H New Template	New Distrib	ution Template	
		Administrator	General Informa	tion	
		_o csys08 _o csys10	Template Name: Description (Optiona	al):	
		Lo csys11	Owner (Optional):		
When you have completed				Add	
the topic select the [Previous Menu] button below to return to the Network Scanning Menu.	1. Access the	<i>Scan</i> tab. A New Dist	tribution Template Gen	eral Information window wi	ll be displayed.
Enter a key word.	<u> </u>	🖽 Glossary		Topic 3/8	2/4
Search	Previous Mer	u 🛃 Home	XERO	X	205 09

File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Creating a Tem	plate		3	) ()
Network Scanning		reWard ernet Services ROX WORKCENTR	RE PRO	Index Contents Help	
These modules d <mark>escribe</mark> all the Network Sc <mark>anning</mark> features of the ma <mark>chine.</mark>		plates: New Template	Print Scan	Properties Support	
	Locs	ninistrator ays08 ays10 ays11	General Informa Template Name: Description (Option Owner (Optional):	Sam	
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.			appear as the templat quired, and select the	Add te name on the machine. Cor Add button.	nplete the
Enter a key word.	Previous Menu	💷 Glossary 🚮 Home	XERO	Topic 3/8 X.	<b>3/4</b> 305 09



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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Network Scanning These modules describe all the Network Scanning features of the machine.	repositories For informati	e operation can only and the default temp	plate. The operation is	our Machine Administrator ha performed within <i>Internet S</i> es select the topic titled <b>Distr</b>	ervices: Scan tab.
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		isting template as fo	llows		
Enter a key word.	•	🛄 Glossar	У	Topic 4/8	1/4
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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Network Scanning These modules describ all the Network Scanning features of the machine.	For inform For inform Templates	late operation can only es and the default temp	plate. The operation is	our Machine Administrator ha performed within <i>Internet S</i> as select the topic titled <b>Distr</b>	<i>ervices: Scan</i> tab.
When you have complete the topic select the [Previous Menu] button below to return to the Network Scanning Menu	ed	xisting template as foll	ows		
Enter a key word.		🛄 Glossar	У	Topic 5/8	1/5
Search	Previous I	Menu 🚮 Home	XER	DX.	305 11








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File View Control He	þ				
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
		ig a Template	/ be performed once vo	our Machine Administrator ha	s defined the
Network				s performed within <i>Internet S</i> e	
Scanning For information on accessing the Distribution Templates select the topic titled Distribution   These modules describe all the Network Scanning features of the machine. For information on accessing the Distribution Templates select the topic titled Distribution					ibution
	Delet	e an existing template as fo	ollows		
When you have co <mark>mpl</mark> the topic select the [Previous Menu] buttor below to return to the Network Scanning Me	1				
Enter a key word.		🛄 Glossa	ry	Topic 6/8	1/4
Search	Previe	ous Menu 🛛 🔠 Home	XER	DX.	305 12





















File View Control Help				
Getting Started	How to Tutorials	Maintenance	Troubleshooting	Help
	Templates		3	
Network Scanning These modules describe all the Network Scanning features of the machine.	This completes the topic on > Template Overview > Distribution Templates > Creating a Template > Modify a Template > Copying a Template > Deleting a Template > Accessing a Template	scan templates, where you	u have reviewed:	
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		to review the other networ		
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File View Control Help						
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
	Advanced S	ettings			0	
Network Scanning		Settings options a an image. There a		the scan and enhance the a	appearance and	
These modules d <mark>escribe</mark>	> Image Optio	ins				
all the Network Sc <mark>anning</mark> features of the ma <mark>chine.</mark>	> Image Enhancement					
	> Resolution					
	> Quality / File Size					
	> Update Templates					
	This tutorial will show you how to use all of the above Advanced Settings options, which can be found on the Advanced Settings tab.					
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Network Scanning Menu.						
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<b>Network</b> <b>Scanning</b> These modules describe all the Network Scanning features of the machine.	original will The higher f created.	be scanned and the in the scanning resolutio resolution setting is sl	nage stored. n, the better the image hown under the Resol anning	Ali Service I	
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		Scanning Settings	s <u>Adjustment O</u> Image Enhancement Update Templa Image Enhancement	ntions Assembly Resolution 72 api	1/3
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<b>Network</b> <b>Scanning</b> These modules describe all the Network Scanning features of the machine.	image quality. T Background Su Access the Ima Enhancement k	Enhancement sett here are two featu <b>ppression</b> . ge Enhancement s	res associated with Ima settings by selecting the	d image requires more thage Enhancement; Contr e Advanced Settings tab	ast and
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		Ouality File Size	OUpdate Templates		
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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Filing Options			Troubleshooting	<b>D</b>
Network Scanning	scanned image.	All these feature	es can be found on th		tion for the
These modules d <mark>escribe</mark> all the Network Scanning features of the machine.	This topic will show you the various output format options available to you: <ul> <li>Document Name</li> </ul>				
	> Document For > Document Mar	nagement			
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.	> Add File Destir	nations	V		
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Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Network Scanning These modules describe all the Network Scanning features of the machine.	only scan to you can add destinations The addition	<b>Destination</b> option a 5 different destination an additional 4 destina the Add File Destina al destinations are p	ns in the one job. If the s nations using this featur tion button is disabled. redefined and will appea	nal destinations to the tem selected template contains re. If the selected template ar on the touch screen. Th he template list on the Net	s 1 destination contains 5 lese predefined
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		Network Sca Network Scan Scan lig     Document Hame     O     Add File Des Inations     O		All Services   Jab   Assembly   Document Management	
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<b>Network</b> <b>Scanning</b> These modules describe all the Network Scanning features of the machine.	unique to your sca creating the temp titled <b>Templates</b> y machine's touch a Management Fiel Access the Docur	gement allows you to anning requirements late at the Web UI. F within this tutorial. T screen. If your selec ds button will be ina ment Management F gement Fields button	s. The customizable te For more information a he enabled customiza ited template does not ctive. fields settings by selec n. nning	enter information into the termplate fields must be enabled to the termplates, gible fields will be displayed contain any enabled fields the Filing Options tab	abled when to to the module d on your s, the Document and the
When you have completed the topic select the [Previous Menu] button below to return to the Network Scanning Menu.		Document Name     O     Add File Des Inations     E     Glossary		Documeni Managemeni INIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	1/3
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When you have completed the topic select the [Previous Menu] button	original. If yo touch screen Select the <b>Ca</b> method.	ault setting has bee u do not enter the in	formation required, a v	e of the Document Manageme Billing Code	played on the
below to return to the Network Scanning Menu. Enter a key word.		Glossar	y	Topic 4/4	2/3
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File View Control Help					
		Tutoriala		Tranklashasting	lists
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Network Scanning These modules describe all the Network Scanning features of the machine.	> Document N > Document R > Document N > Add File Des	Name Format Management stinations	f the Options tab, when		
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Vertical   Network   Scanning   These modules describe   all the Network Scanning   features of the machine.	<b>Build Job</b> The machi will be swit	ne will compile all the ju tched off automatically. select the <b>Delete All Se</b>	ob segments and scan	the job to the specified locar Build Job Controls screen to	tion. Build job
[Previous Menu] button below to return to the Network Scanning Menu.				Barrata Lucit Reprint Lucit Reprint	
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File View Control Help							
Getting Started How to	Tutorials	Maintenance	Troubleshooting	Help			
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How to		Copy Fax Internet Fax					
Tutorials		Network Scanning E-Mail					
Maintenance		Print Finishing Options Paper and Media					
Troubleshooting		Auditron Machine Administra					
Help		Machine/Job Status					
About this program >>			XER	OX.			

## About this program >>

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File View Control He	P				
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
<b>FT</b> E-Ma	ail				
	e tutorials explain the er	mail features of the mac	hine.		
				will only take a few minute	es to complete so
you ca	an learn about your mac	hine when you have a f	ew minutes to spare.		
Simple E	Mail				
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Home

File View Control Help					
Getting Started	How to Tutorials Maintenance Troubleshooting Help				
	Entering an e-mail address				
E-Mail	When entering an e-mail address there are different options available with your machine.				
These modules d <mark>escribe</mark>	This topic will show you how to enter the address and informs you of the different types of address book your machine can use.				
all the Email featu <mark>res of</mark> the machine.	> Overview				
	> Manually				
	> Address Books				
	> Address Book Types				
When you have completed the topic select the [Previous Menu] button below to return to the Email Menu.					
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the machine.		For more in	ook within this module nformation about the d nin this module.		ss books go to the topic titl	ed Address Book
When you have of the topic select to [Previous Menu] below to return to Email Menu.	he button				Topic 1/4	3/3
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E-Mail			packages will allow you o export a list of users in	u to create a CSV file. A sel n the CSV file format.	ection of e-mail
These modules describe all the Email features of the machine.		ile is in the format <i>N</i> mat file entries:	ame, SMTP e-mail add	ress. For example the follow	wing are both
	Smith, smith	@company.com			
	"Smith, John	", john.smith@comp	)any.com		
		which the entries an ss Book at your mac		will be the same as that dis	played in the
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File View Control Help						
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E-Mail	This completes t ≻ Overview	the entering an e-n	nail address module,	where you have reviewed:		
These modules d <mark>escribe</mark> all the Email featu <mark>res of</mark> the machine.	> Manually					
	> Address Books					
	> Address Book	Types				
	Return to the pre	vious menu to revi	ew the other features.			
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Getting Started	How to Tutorials Maintenance Troubleshooting Help
	Advanced Settings
<b>E-Mail</b> These modules descr all the Email features the machine.	
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File View Control Help	
Getting Started	How to Tutorials Maintenance Troubleshooting Help
	Layout Adjustment
E-Mail	The Layout Adjustment tab allows you to specify the size and orientation of your originals, as well as change the edge deletion parameters for your scanned image file.
These modules d <mark>escribe</mark> all the Email featu <mark>res of</mark> the machine.	This topic will show you how to use the features on the Layout Adjustment tab. <ul> <li>Original Orientation</li> <li>Original Orientation</li> </ul>
	> Original Size > Edge Erase
When you have completed	
the topic select the [Previous Menu] button below to return to the Email Menu.	
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<b>E-Mail</b> These modules describe all the Email features of the machine.	of your origina and down scru If your original cannot use thi	I from a list of pre-s oll bars. I is not a standard p is mode when usin	set, standard document paper size, select the Cu ig the document handler	hent glass and allows you t sizes. You can view the list <b>stom Size</b> option in the scre t e information on this option	by using the up oll list. You
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File View Control Help	
Getting Started	How to Tutorials Maintenance Troubleshooting Help
	Layout Adjustment
<b>E-Mail</b> These modules describe all the Email features of the machine.	<ul> <li>Provide the explanation of the Layout Adjustment options available to you, where you have reviewed:</li> <li>&gt; Original Orientation</li> <li>&gt; Original Size</li> <li>&gt; Edge Erase</li> <li>Return to the previous menu to review the other features.</li> </ul>
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File View Control Help		
Getting Started	How to Tutorials Maintenance Trou	bleshooting Help
	Email Options	0
<b>E-Mail</b> These modules describe all the Email features of the machine.	Email options include Document Format and Reply to. The Docu temporarily change the file type of the scanned image file at the d option allows you to identify who any replies should be sent to. This topic will show you how to use the features on the Email Opt > Document Format > Reply To	estination server. The Reply To
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all the Email features of the machine.	> Reply To Return to the previo	us menu to review t	he other features.		
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E-Mail		eyboard enter the Netv e <b>Next</b> button	vork User Name. Selec	t the More Characters butto	n if required.
These modules d <mark>escrib</mark> all the Email features of the machine.		etwork Password. Sel e <b>Enter</b> button	ect the More Character	<b>s</b> button if required.	
	A pop-up m	essage will be display	red. Your machine is no	w processing the log-in req	uest.
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<b>E-Mail</b> These modules of all the Email featu the machine.		If previously co Environment, or network tree 1. Select the C Tree/Context The available	This allows you to be e/context. After access <b>hange Domain</b> buttor button) network environments etwork environment.	ine Administrator, you ( authenticated against sing the <b>Log In</b> screen: h (or, if applicable, the (	can select an alternative Net a different network domain, <b>Change Realm</b> button or the	network realm, <mark>Change</mark>
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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
<b>E-Mail</b> These modules describe all the Email features of the machine.	Environment. This or network tree/com 1. Select the Chang Tree/Context button The available networ the required networ 2. Select the Save b	ured by the Machin allows you to be text. After access <b>e Domain</b> button n) ork environments rk environment. outton	ne Administrator, you ( authenticated against ing the <b>Log In</b> screen: (or, if applicable, the ( , as set up by the Mac	can select an alternative Net a different network domain, Change Realm button or the hine Administrator, will be d	network realm, <mark>Change</mark> isplayed. Select
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Getting Started How to	Tutorials	Maintenance	Troubleshooting	Help		
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About this program >>			XERO			



### 🧭 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance 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 Print at the click of a mouse button. For example you can: - Publish your prints as booklets These modules describe - Put covers onto your prints all the Print features of the - Automatically staple or hole punch machine - 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.

Glossary

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XEROX.

Enter a key word.

Search

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#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help 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 Print 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. These modules describe all the Print features of the machine ? X Print Printer Xerox DC 490/480/470/460 PS3 Name: Properties HP XXX 123 Status: Xerox XXXX1234 Type: ater 7665 PS Xerox Work 🕻 Where: Print to file Comment When you have completed the topic select the Copies Print Range [Previous Menu] button 👁 All Number of copies: 1 below to return to the Print O Pages from 1 to Menu. C Collate 1 2 3 O Selection 0K Cancel Enter a key word. 2/3 Glossary

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View Control Help File



File View Control Help







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File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
Print	Print Driv			Print	00
These modules describe all the Print features of the machine.	you can try 1 Click on 2 Select th not know w 3 Click on Use the <b>He</b> When you I	out the Help feature. the print button at the Ne Xerox WorkCenter F hich one to choose as the <b>Properties</b> button <b>Ip</b> button to locate info	top of the screen. A Prin Pro print driver from the F k your System Administ . The driver properties w rmation on various tabs	re the drivers loaded on the Printer - Name drop down trator. It may have been re rindow will be displayed. I in the properties window erties window and the Pri	d. menu. If you do named. /.
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Print Menu.					
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# 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Remote Printing Print Remote printing is 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 These modules describe access rights to your intranet. all the Print features of the machine Only print ready files (.ps, .pcl, .pdf) may be submitted to the device. When you have completed the topic select the [Previous Menu] button below to return to the Print Menu.

Enter a key word.

Search

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View Control Help File









# About this program >>





# 🖉 Macromedia Flash Player 8 File View Control Help Maintenance Getting Started Troubleshooting Help How to... Tutorials Finishing options Simple Catch Tray Finishing Your copies will be delivered to the Simple Catch Tray face down, collated or uncollated. Options This topic describes the finishing features on your machine. Simple Catch Tray When you have completed the topic select the [Previous Menu] button below. Enter a key word. 1/2 Glossary XEROX. 🗲 Previous Menu Search Home ᢙ

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## Macromedia Flash Player 8 File View Control Help





### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help

## Finishing options Offsetting Catch Tray

Finishing

This topic describes the

finishing features on your

Options

machine

Your copies will be delivered to the Offsetting Catch 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.



## 🧭 Macromedia Flash Player 8 View Control Help File Getting Started Help Troubleshooting

Tutorials

## Finishing options Offsetting Catch Tray

How to...

Finishing

This topic describes the finishing features on your

Options

machine

These are the output options available to you on the Basic Copy tab.

If COLLATED is selected, your output will be stacked in the output tray in sets, 123...., 123...., 123.....

Maintenance

If UNCOLLATED is selected, your output will be stacked in the output tray in stacks, 111...., 222...., 333.....

This completes the description of the Offsetting Catch Tray.





## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Advanced Office Finisher Image: Control Help

The Advanced Office Finisher is one of the optional finishers available with your machine. This tutorial provides an overview of the finisher and explains how to make the most of the finisher options.

The Tutorial is divided into the following sections:

- > Finisher Overview
- > Finishing Options

When you have co <mark>mpl</mark>	eted
the topic select the	
(Previous Menu) button	
below.	

Enter a key word.

Finishing

This topic describ<mark>es the finishing features on your |</mark>

Options

machine

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## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance Advanced Office Finisher **Finisher Overview** Finishing The Advanced Office Finisher provides a wide range of finishing options. 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. 

## 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Tutorials Troubleshooting Help How to... Maintenance Advanced Office Finisher **Finisher Overview** Finishing The top tray can receive up to 500 sheets of paper. Options The finisher will collate, offset, stack, staple and hole punch your output. The stacker tray is capable of receiving 3000 sheets of paper. This topic describes the finishing features on your machine Top Tray Stacker Tray 1 O When you have completed the topic select the [Previous Menu] button below. Enter a key word. Topic 1/2 2/4 Glossary XEROX. Previous Menu Search Home 畲 302\_55





### 🧭 Macromedia Flash Player 8 View Control Help File Getting Started Tutorials Maintenance Troubleshooting Help How to...

## Advanced Office Finisher

## **Finishing Options**

🗣 Previous Menu

The most commonly used finishing options are selected from the Basic Copying screen in the Copy Output section.

All the finishing options available on your machine can be seen by selecting the Hole Punch and More button. This allows you to view all of the copy outputs and combine some of the output options.

Select the Hole Punch and More.... button in the Copy Output menu.

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

Search

Enter a key word.

Finishing

This topic describes the

finishing features on your

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## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Advanced Office Finisher

## Finishing Options

Finishing

This topic describes the

finishing features on your

Options

machine.

This screen enables you to select from the full range of finishing options available.

Select **Collated** for your copies to be sorted into sets 1,2,3....1,2,3....1,2,3. Select **Uncollated** for your copies to be sorted into stacks 1,1,1...2,2,2....3,3,3.

Select either **None**, **2 Hole Punch**, or **4 Hole Punch** for your hole punching requirements. If your machine was configured for **3 Hole Punch**, then that option will display instead of 4 Hole Punch. Each page will be drilled with 2, 3, or 4 holes depending on the option you have selected.

When you have completed the topic select the [Previous Menu] button below.		Hole Punch & Mor Peper Rupply Real Pain Paper	Alexandresis and a second seco	Hale Punch Pierne 2 Hale Punch Pierle Punch Pierle Punch	Unit Grand For Column Column Column Uncolumn	
Enter a key word.		Glossary		<b>1</b>	Topic 2/2	2/6
Search	🚺 Previous Menu	🚮 Home		XERO)	ζ.	202.4

## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting Help How to... Tutorials Advanced Office Finisher **Finishing Options** Finishing If more than one staple is desired, you can select either 2 staples or 4 staples. These staples will Options always be placed on the left side of the paper. A picture depicting where the staples is placed can be found by viewing the window where your selection is made. When your selection is made, select This topic describes the Save. finishing features on your machine Hole Punch & More Devel Paper Supply iole Punch References 2 Minis Puret 1 Stepto 1 Steple 4 Hole Punch When you have completed

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### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance Advanced Office Finisher **Finishing Options** Finishing Another finishing option is Folding. There are three folding options: Options - No Folding This topic describes the finishing features on your - Folding machine - Fold and Staple Select the Folding button to open the window to make Folding selections. 🗑 Copy æ Al Earth LayouAdkam Oupus Forme Job Assembly Basic Copying inage Quality Output Color 2 Sided Copy Copy Output Paper Supply **1-**3 5 **`\$)%**, 8 When you have completed Colored 0 🖓 Auto Demos Auto Paper Select the topic select the 3.0 Color No Steples [Previous Menu] button $\supset \sim$ Filter 🔵 🔄 1 Stephe below. $) \sim$ 🔿 🗖 1 Steph duce Folars rsan s Rossen Silder L 1614 Folding 100 11 م 2 قب Book In: Creation 0 1005 Hole Punch & Hore O Here. O Maren Enter a key word. Topic 2/2 4/6 Glossary (III) XEROX. Search Previous Menu Home **K** 倚 302\_56

## 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Advanced Office Finisher **Finishing Options** Finishing There are two folding options, Folding, and Fold and Staple. Once either of these options are Options selected, you must identify the type of originals. Select either: This topic describes the - Standard Originals finishing features on your machine - Booklet Format Originals 👔 Folding Save Undo Cancel Foldina onginais Kone Your originals musibe loaded shorledge feed. Slandard Sizes 🔗 Folding Booklel Folded and Slapied When you have completed the topic select the [Previous Menu] button below. Original Orientation 1 Upright images Enter a key word. Topic 2/2 5/6 Glossary XEROX. Previous Menu Home Search 畲

## 🥙 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting How to... Tutorials Help Advanced Office Finisher **Finishing Options** Finishing Select the correct paper supply in the Paper Supply section of the Hole Punch and More window. Options Once all selections have been made, select Save. This topic describes the finishing features on your machine Hole Punch & More Undo Cancel Staples Hole Punch Coleted Paper Supply Philo Paper **B** Column No Steples None 2 Hale Punch Uncolleted 1 Stepie 1 4 Hole Punch 1 Stepie When you have completed 2 Stapina the topic select the 🕎 -2 Stapica [Previous Menu] button below. Enter a key word. Topic 2/2 6/6

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## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Help How to... Tutorials Maintenance Advanced Office Finisher Finishing This completes the overview of the finisher and options. Options Return to the previous menu to select another module. This topic describes the finishing features on your machine When you have completed the topic select the [Previous Menu] button below. Enter a key word. Glossary E) XEROX. 🗲 Previous Menu Search Home 畲



## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Professional Finisher

The Professional Finisher is one of the optional finishers available with your machine. This tutorial provides an overview of the finisher and explains how to make the most of the finisher options.

XEROX.

The Tutorial is divided into the following sections:

- > Finisher Overview
- > Finishing Options
- > Booklet Options

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

Finishing

This topic describes the

finishing features on your

Options

machine

Enter a key word.

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## 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Professional Finisher Finisher Overview Finishing This finisher has a comprehensive range of finishing options. It will collate, offset, stack, staple, Options hole drill and produce folded booklets either stapled and folded or just folded. The top tray can receive up to 500 sheets of paper. This topic describes the The stacker tray is capable of receiving 1500 sheets of paper and is used to collate sets that can be finishing features on your stapled and hole punched. machine The Booklet Maker will fold and staple your output into booklets. Top Tray 0 When you have completed Stacker Tray the topic select the [Previous Menu] button below. Booklet Tray









## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help



### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Professional Finisher **Finishing Options** Finishing Options This topic describes the finishing features on your machine When you ha the topic sele (Previous Mer below. Enter a key wo



This screen enables you to select from the full range of finishing options available.

Select Collated for your copies to be sorted into sets 1,2,3....1,2,3....1,2,3. Select Uncollated for your copies to be sorted into stacks 1,1,1...2,2,2....3,3,3.

Select either None, 2 Hole Punch, or 4 Hole Punch for your hole punching requirements. If your machine was configured for 3 Hole Punch, then that option will display instead of 4 Hole Punch. Each page will be drilled with 2, 3, or 4 holes depending on the option you have selected.

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## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting Help How to... Tutorials Professional Finisher **Finishing Options** Finishing If more than one staple is desired, you can select either 2 staples or 4 staples. These staples will Options always be placed on the left side of the paper. A picture depicting where the staples is placed can be found by viewing the window where your selection is made. When your selection is made, select This topic describes the Save.

finishing features on your

machine



## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance Professional Finisher **Finishing Options** Finishing Another finishing option is Folding. There are three folding options: Options - No Folding This topic describes the finishing features on your - Folding machine - Fold and Staple Select the Folding button to open the window to make Folding selections. 🗑 Copy œ٩ Al Earth

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

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Folding

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## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Professional Finisher Image: Control Player 8

## **Finishing Options**

There are two folding options, Folding, and Fold and Staple. Once either of these options are selected, you must identify the type of originals. Select either:

- Standard Originals

Finishing

This topic describes the

finishing features on your

Options

machine.

- Booklet Format Originals

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## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance

## Professional Finisher **Finishing Options** Finishing Select the correct paper supply in the Paper Supply section of the Hole Punch and More window. Options Once all selections have been made, select Save. This topic describes the finishing features on your machine Hole Punch & More Undo Cancel Staplas Hole Punch Coleted Paper Supply Philo Paper B Column No Steples Nons 2 Hale Punch Uncolleted 1 Stepie 1 4 Hole Punch 1 Stepis When you have completed 2 Staping the topic select the 🕎 -2 Stapica [Previous Menu] button below. Enter a key word. Topic 2/3 6/6 Glossary E XEROX. Previous Menu Search Home ᢙ

## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Finishing Options

This topic describ<mark>es the</mark> finishing features <mark>on your</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below.

## Professional Finisher

## **Booklet Options**

## Booklet Maker

The booklet maker will fold and, if required staple (saddle stitch) the output, for example, an 8.5x11" sheet can be folded into an 8.5x5.5" booklet. The paper sizes that can be used are: A3, 11x17 inch, A4, 8.5x11 inch, 8.5x13 inch and 8.5x14 inch. All paper must be loaded short edge feed in the paper tray.

The media types that can be used are: Plain Paper, Bond, Index and Cover.

The paper weight determines the number of sheets that can be made into a booklet:

 For stapled booklets a maximum of 15 sheets of 80gm<sup>2</sup> or 20lb bond or equivalent thickness. For example you can have 12 sheets of 80gm<sup>2</sup> or 20lb bond and a cover sheet of 160gm<sup>2</sup> or 53lb bond.

XEROX.

For folded only booklets a maximum of 5 sheets of 80gm<sup>2</sup> or 20lb bond or equivalent thickness.
 For example you can have 3 sheets of 80gm<sup>2</sup> or 20lb bond and a cover sheet of 200gm<sup>2</sup> or 43lb bond.

Enter a key word.





Glossary

## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Finishing Options

This topic describ<mark>es the</mark> finishing features <mark>on your</mark> machine.

When you have co<mark>mpleted</mark> the topic select the [Previous Menu] button below.

## Professional Finisher

## **Booklet Options**

## Booklet Maker

The Booklet Maker Output Tray can hold between 10 and 30 booklets depending upon the number of pages, however if you fold down the flap on the right of the tray an unlimited number of booklets can be collected in a suitable container.

A cover can be inserted onto the booklet automatically by selecting the **Covers** option from the Output Format tab.

In order to sort the pages of the document into the correct sequence for the booklet you will need to select the **Booklet Creation** feature from the Output Format Tab or manually arrange your documents in the correct order in the document handler.

The following screens will show you how to use the booklet maker in conjunction with other machine features to create booklets.



## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Professional Finisher

## **Booklet Options**

Finishing

This topic describ<mark>es the finishing features on your</mark>

Options

Select the paper tray that contains the paper you want to use for the body of your booklet. Use the **More** button to see all the trays. Remember that you can only use A3, 11x17 inch, A4, 8.5x11 inch, 8.5x13 inch and 8.5x14 inch stock and it must be loaded in the paper trays in landscape or short edge feed orientation.



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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Professional Finisher Booklet Options Booklet Options To enable the Booklet Maker, select Booklet Creation from the Basic Copy tab. Ensure that you select the appropriate Original Input option on the Booklet Creation window.



This topic describ<mark>es the finishing features on your |</mark>

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## 🥙 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Maintenance Help How to... Tutorials Professional Finisher **Booklet Options** Finishing To enable the Booklet Maker, select Booklet Creation from the Basic Copy tab. Ensure that you Options select the appropriate Original Input option on the Booklet Creation window. This topic describes the finishing features on your machine Booklet Creation 1 Undo Cancel Save Booklei Original Input Folded and Skapled 1 Sided Originals lione ٥ff 2 Sided Originals (2) 0n 2 Sided , Roiale Side 2 When you have completed the topic select the [Previous Menu] button below.

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## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Professional Finisher Image: Control Help Image: Control Help Image: Control Help

## Booklet Options

Finishing

This topic describes the

finishing features on your

Options

machine

You can choose to fold or fold and staple your booklet. If you elect to fold and staple, the Booklet Maker will place 2 staples on the spine of the booklet.

When you have made your choice select Save.

b Booklet Creation Undo Save Booklei Original Input Folded and Slapled 1 Sided Originals lione ٥ff 2 Sided Originals 🙆 on 2 Sided, Roiale Side 2 When you have completed the topic select the [Previous Menu] button below. Enter a key word. Topic 3/3 Glossary XEROX. Previous Menu Home Search 尙

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## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Professional Finisher **Booklet Options** Finishing To add a blank or pre-printed cover to your booklet, select Front and Back, set 2 Sided Covers to Blank Covers and select the tray that contains your cover stock. Options The options for printed covers are shown on the screen. Set 2 Sided Covers to 1-Sided Covers to This topic describes the print on the outside of the cover or 2-Sided Covers to print on both sides of the cover. finishing features on your Select the tray that contains the cover stock which must be the same size and orientation as the rest machine of the booklet. Save your settings. 🌇 Covers Undo Cancel Save No Covers Froni and Back When you have completed Froni Only the topic select the Back Only [Previous Menu] button below. Enter a key word. Topic 3/3 8/10 Glossary **H**

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## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Professional Finisher

#### Booklet Options

Finishing

This topic describes the

finishing features on your

Options

machine

Simply select **On** to enable booklet creation, indicate that your documents are 1-sided or 2-sided, and **Save** your settings.

Load your documents into the document handler in sequential order, that is front cover, content 1 to n and back cover. The machine will automatically reformat the document to create a booklet.



#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Help How to... Tutorials Maintenance **Professional Finisher** Finishing This completes the overview of the finisher and options. Options Return to the previous menu to select another module. This topic describes the finishing features on your machine

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

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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting Help How to... Tutorials Convenience Stapler Finishing The Convenience Stapler is an optional extra and can be installed if the convenience shelf is fitted. Options Use the Convenience Stapler to manually staple documents, or to staple output if the Offsetting Catch Tray is fitted. Documents can be stapled straight or at an angle. This topic describes the The Convenience Stapler can staple between 2 sheets of 16lb, and 50 sheets of 24lb. The staple finishing features on your cartridge holds 5,000 staples. machine When you have completed the topic select the 0 [Previous Menu] button below. Enter a key word. 1/2Glossary XEROX. Previous Menu Home Search 囧 302\_64



#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting How to... Tutorials Help Convenience Stapler Finishing To use the Convenience Stapler hold your documents face up and slide the corner to be stapled Options into the stapler. The stapler will automatically staple the documents. During stapling the indicator light on the top of the stapler will be lit. This topic describes the finishing features on your machine When you have completed the topic select the [Previous Menu] button below. Enter a key word. 2/2 Glossary

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#### Macromedia Flash Player 8 File View Control Help





#### 🧭 Macromedia Flash Player 8

File View Control Help





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

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#### 🖉 Macromedia Flash Player 8





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#### Ø Macromedia Flash Player 8



#### 🧭 Macromedia Flash Player 8 File View Control Help Help Getting Started Troubleshooting How to... Tutorials Maintenance Paper and media Tray 1 and Tray 2 Paper and Media Your machine uses a system of programmable settings to manage the trays and stock. These settings are established by your Machine Administrator. These modules explain Depending on which setting the tray is set to determines whether a user can change the programed how to load media into the stock attributes of size, orientation, type and color. paper trays and describe the media capabilities of the machine.

Trav Settings Confine Trav 1 If the tray information is OK, touch Contirm Pieter Sun Piete Type Chirigis Pager Color Nexaription... 63 Enter a key word. 6/11 Glossary XEROX. Previous Menu Search Home

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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Paper and media Image: Control Help Tray 1 and Tray 2 Image: Control Help If the tray is set to Fully Adjustable, a non-un screen appears when the tray is onened and then

These modules explain

how to load media into the

paper trays and describe the media capabilities of If the tray is set to **Fully Adjustable**, a pop-up screen appears when the tray is opened and then closed. The pop-up screen provides the option to confirm or change the stock size, type and color.

The guides automatically detect the size of stock loaded and the machine gives a warning if the guides are not set correctly or a non-standard stock size is used.



#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Paper and media Tray 1 and Tray 2 Paper and Media If the tray is set to **Dedicated**, when a tray is opened a pop-up screen appears identifying the stock that should be loaded in the tray. If the wrong size of stock is loaded or the tray guides are set incorrectly, the machine gives a warning to adjust the guides. These modules explain how to load media into the Only the Machine Administrator can change the stock attributes for a dedicated tray. paper trays and describe the media capabilities of the machine. Trav Settings Confinn Trav 1 if the tray information is OK, touch Contirm Pieter Sun Picer Type Chiendols Pager Color Nexaription... When you have completed the topic select the [Previous Menu] button below to return to the 63 Paper and Media Menu.

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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Paper and media Image: Control Help How to... Tutorials Maintenance Troubleshooting Help Image: Control Help How to... Tutorials Maintenance Troubleshooting Help Image: Control Help How to... Tutorials Maintenance Troubleshooting Help Image: Control Help Paper and media Image: Control Help Paper and media Image: Control Help Paper and media Image: Control Help Image: Control Help Image: Con

Paper and Media

These modules explain how to load media into the

paper trays and describe

If the tray is set to **Size Only**, your machine automatically detects the size of stock loaded. It will not display a pop-up screen and assumes the type and color of the stock to be the standard default stock, which is typically plain white paper.

If a non-standard size stock is loaded or the tray guides are set incorrectly, the machine displays a pop-up screen showing **Unknown size** and asking you to confirm or change the settings.



# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Paper and media

#### Tray 1 and Tray 2

Paper and Media

The trays automatically detect low stock and out of stock conditions. A warning message will be displayed on the screen.



#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Paper and media Tray 1 and Tray 2 Paper and Media This completes the tutorial on Paper Trays 1 and 2. Return to the previous menu to select another copy module. 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.

Enter a key word.

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#### 🖉 Macromedia Flash Player 8

File View Control Help

Getting Started

Paper and Media

These modules explain how to load media into the

paper trays and describe

the media capabilities of

the machine.



Help

#### Paper and media Trays 3 and 4

How to...

Trays 3 and 4 are two high capacity trays.

Tutorials

Maintenance

XEROX.

They are intended to be the primary feeder for the most commonly used stock.

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



Troubleshooting

Enter a key word.

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#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Paper and media Trays 3 and 4 Paper and Media Both travs are permanently set to **dedicated** travs and feed only A4 or 8.5" x 11" sized stock. To change the tray size between A4 and 8.5"x11" refer to Maintenance - Adjusting Trays 3 and 4.

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.

They have a combined capacity of 2010 sheets of 80 g/m² paper, or 2260 sheets of 64 lb bond paper.

Your machine warns you when the travs are empty, open or if the stock supply is low.



#### 🖉 Macromedia Flash Player 8





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#### 🖉 Macromedia Flash Player 8

File View Control Help

Getting Started



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

Paper and Media

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

How to...

When the tray is closed the elevator rises to feed the stock.

Tutorials

Maintenance

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The time it takes the elevator to fully rise is used to determine the amount of paper in the tray.





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#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Paper and media Trays 3 and 4 Paper and Media This completes the tutorial on Paper Trays 3 and 4. Return to the previous menu to select another copy module. 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. Enter a key word. 6/6

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#### 🧭 Macromedia Flash Player 8

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#### 🦉 Macromedia Flash Player 8

File View Control Help





#### 🧭 Macromedia Flash Player 8



#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Help Maintenance Troubleshooting How to... Tutorials Paper and media **Bypass Tray** Paper and Media When stock is loaded into the Bypass Tray, a pop-up window will appear asking you to change or confirm the type, color, and size of the stock. The tray will not be ready for use until you change or confirm the stock type, color, and size, These modules explain how to load media into the paper trays and describe the media capabilities of the machine. Paper Settings Comirm Bypass Tray Paper Type Paper Size Plain Paper 8.5x117 . Drilled 11x17\* $8.6 \times 14$ Labela ÷. Pre-printed 85545 When you have completed the topic select the Paper Color [Previous Menu] button below to return to the White

Paper and Media Menu. Blub Graan Pink Enter a key word. Glossary XEROX.

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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting Help How to... Tutorials Paper and media **Bypass Tray** Paper and Media 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. These modules explain It also warns you if the Bypass Tray runs out of stock during a job. how to load media into the paper trays and describe the media capabilities of Ready to scan your job the machine. Bypass Tray is emply 🙀 Copy All Services 1111 mana G Levous Adustment Output Former Job Assembly Bake Covera Output Only Piete Supply 2 Sided Casy Capy Output: ĕ⇒⊒ R ര

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#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Paper and media **Bypass Tray** Paper and Media This completes the tutorial on the Bypass Tray. Return to the previous menu to select another copy module. 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.

Enter a key word. I Glossary 7/7
Search Previous Menu A Home XEROX. 308\_03

## Macromedia Flash Player 8 File View Control Help



## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance

### Paper and media

#### **High Capacity Feeder**

The High Capacity Feeder can hold paper of weights between 60 gsm to 200 gsm (16 lb to 53 lb bond/110 lb index), and can hold a maximum of 2000 sheets of 80 gsm paper.

Stock can only be loaded long edge feed.

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

Paper and Media

These modules explain

how to load media into the paper trays and describe

the media capabilities of

the machine.



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Glossary

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Enter a key word.





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#### 🖉 Macromedia Flash Player 8 File View Control Help Maintenance Getting Started Troubleshooting Help How to... Tutorials Paper and media **High Capacity Feeder** Paper and Media Your machine also alerts you if the High Capacity Feeder is selected for a print job where the stock selected does not match the stock currently loaded. These modules explain It also warns you if the Feeder runs out of stock during a job. how to load media into the paper trays and describe

the machine.		rray o is empty			
		🕼 Copy			Al Bervices
			e Quality Layout Adju		Job Asservbly
		Cutput Cator	Papar Supply	- · 2 Selet Capy	Capy Output
		Cator Datest	Auto Paper Select	() =: () :=	Control Control No Staples
When you have completed the topic select the		Ö 🔤		ŏ.	0 1 Sagar
[Previous Menu] button below to return to the Paper and Media Menu.		Patacolitriago	() = <sup>349</sup> 20012	Photoes Side 2	Contraction Fadera
r uper una media mena.					Bastat Graster
/	L I	Mars	O Mana		Hele Parch & More
Enter a key word.		🛄 Glossar	y		
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the media capabilities of
### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Paper and media **High Capacity Feeder** Paper and Media This completes the tutorial on the High Capacity Feeder. Return to the previous menu to select another module. 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. Enter a key word. 5/5 Glossary XEROX. Previous Menu Search Home ᢙ



### 🖉 Macromedia Flash Player 8

File View Control Help



### Getting Started How to... Tutorials Maintenance Troubleshooting Help Stock Type Paper and Media 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. These modules explain > Paper how to load media into the paper trays and describe > Covers the media capabilities of the machine. > Labels > Transparencies XEROX > Drilled Paper > Envelopes XERO? > Tabs When you have completed the topic select the XEROX [Previous Menu] button PRODUCT NO I below to return to the Paper and Media Menu. Enter a key word. Glossary XEROX. 🔶 Previous Menu Home Search â

### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Paper Paper Types Paper and Media Your machine can operate with a variety of paper such as plain, recycled, non-tearing, heavweight, and coated papers. These modules explain NOTE: Coated papers are very susceptible to humidity. Multifeeds are much more likely with how to load media into the humidity greater than 40%. Environmental conditions may require that coated paper be fed one paper trays and describe sheet at a time from Trav5 (Bypass). the media capabilities of the machine. The following paper stock is NOT recommended: Conductive papers Papers containing talc Papers containing wax, stearate or plasticiser When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu. Enter a key word. Topic 1/7 1/2Glossary

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Ø Macromedia Flash Play	er 8				
File View Control Help					
Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Paper Colored P	aper/Non-tearii	ng Papers	<b></b>	0 0
Paper and Media	used sparin		lications that can autor	shades. Color is most effec natically insert colored stoc	
how to load media into the paper trays and describe the media capabilities of the machine.	-	ficult to tear. Non-tea		waterproof, soil resistant a noice for important docume	
When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.				<b>Topic 1/7</b>	2/2
		🖽 Glossary			2/2
Search	Previous Me	nu 🔠 Home	XERO	DX.	308 05

### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Maintenance Help Tutorials Covers Cover Stock Paper and Media These modules explain how to load media into the paper trays and describe the media capabilities of the machine. Cover stock is ideal for posters, calendars, report covers and presentation proofs. When you have completed Covers should be loaded in the Bypass Tray face up. the topic select the [Previous Menu] button Be sure to specify the appropriate media type on the Paper Settings window. below to return to the Paper and Media Menu.

Enter a key word.









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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Labels Label Stock

Paper and Media

These modules explain

how to load media into the paper trays and describe

the media capabilities of

When you have completed

the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

the machine.

Labels consist of three layers; the face sheet, pressure sensitive adhesive and the backing or release sheet. When printing self adhesive labels, it is best to use stock designed for use in xerographic printers. The adhesives are designed to withstand the higher temperatures of such machines without bleeding and causing spotting or causing damage to the internal components.

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.





# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

Trans	paren	cies
_		

Paper and Media

These modules explain how to load media into the paper trays and describe

the media capabilities of

the machine.

### Transparency Stock

Transparency stock is primarily used to create images that can be projected on to a screen for presentations. Transparencies are made of polyester film coated with a chemical substance to make toner stick to it readily.

Clear transparencies allow maximum presentation space.

Transparency paper and label paper can cause paper jams, and multiple sheets can be fed to the printer at once. Be sure to carefully fan these types of paper.

When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu.				
Enter a key word.		Glossary	Topic 4/7	1/3
Search	Previous Menu	Home	XEROX	

#### 🧭 Macromedia Flash Player 8 View Control Help File Getting Started Help Maintenance Troubleshooting How to... Tutorials Transparencies Transparency Stock Paper and Media Load transparencies into the Bypass Tray face up, or into Trays 1-4 face down. Be sure to select **Transparency** as the media type on the Touch Screen. These modules explain how to load media into the paper trays and describe the media capabilities of the machine. Paper Settings Confirm Byplass Tray Paper Type Paper Size Plain Paper 8.6x11<sup>2</sup> Drilled 11x17 $8.5 \times 14$ Transparencies 85,65 When you have completed the topic select the Paper Color [Previous Menu] button below to return to the White Paper and Media Menu. Blub Graan Pirk Enter a key word. Topic 4/7 2/3 Glossary **H** XEROX. Previous Menu Home Search 囧 308\_08

### Macromedia Flash Player 8 File View Control Help





#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Drilled Paper Perforated Paper Paper and Media 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 These modules explain document may be perforated along the inside edge for easy removal. how to load media into the paper trays and describe Caution should be observed that papers with perforations can cause feeding and stacking the media capabilities of problems if the perforations are not rolled enough to eliminate underside bulge. Jams can also the machine. 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.

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

Enter a key word. Topic 5/7 2/3

Search Previous Menu & Home XEROX. 308\_09



### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Envelopes 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 Envelopes can only be loaded into the Bypass Tray. Place the envelopes into the Bypass tray face the topic select the up. The flaps should ALWAYS be closed and on the leading (right) edge. [Previous Menu] button below to return to the Paper and Media Menu. Enter a key word. Topic 6/7 1/2Glossary XEROX. Previous Menu Home Search 畲 308\_10



### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Tabs Tabs/Dividers Paper and Media Tabs are used as dividers in documents. Your machine can accommodate tab stock with 1 to 10. tabs and weights of up to 53lb. These modules explain Do not use tabs with bent corners. They can cause feeding related jams or degraded image how to load media into the quality, including deletions. If a tab is bent, remove it from the set and replace it with an paper trays and describe undamaged tab in the same position. 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.







# Macromedia Flash Player 8 File View Control Help Getting Started How to Tutorials Maintenance Troubleshooting



### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Maintenance Help How to... Tutorials Tabs Tabs/Dividers Paper and Media You will need to enter a Number in Sequence option to identify the number of tabs in the set. These modules explain how to load media into the paper trays and describe the media capabilities of the machine. Tab Stock Description Close Number in Sequence Use the Number in Sequence control to enter the number of take in the take set. 6 Load the tab stock in the tray with the first tab of the set, on top an dustriated below. When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu. Enter a key word. Topic 7/7 5/7 Glossary XEROX. Previous Menu Search Home ᢙ 308\_11



# Macromedia Flash Player 8 Image: Control Help File View Control Help Tutorials Maintenance Troubleshooting Help Tabs Tabs Control Help Control Help Control Help

### Tabs/Dividers

Paper and Media

These modules explain

how to load media into the

paper trays and describe the media capabilities of It is recommended that you set the Edge Erase feature to Print to Edge when producing tabs.

NOTE: When you produce tabs using the Document Feeder, the Machine automatically shifts the image to ensure your tabs are printed in the correct position, there is no need for you to perform any additional Image Shift operations.



### 🖉 Macromedia Flash Player 8

File View Control Help

Paper and Media

These modules explain

how to load media into the paper trays and describe

the media capabilities of

When you have completed

the topic select the [Previous Menu] button below to return to the Paper and Media Menu.

the machine.

Getting Started



Help

Troubleshooting

## Stock Type

How to...

This completes the Stock Type module, where you have reviewed:

Maintenance

Tutorials

- > Paper
- > Covers
- ≻ Labels
- > Transparencies
- > Drilled Paper
- > Envelopes
- ≻ Tabs

Return to the previous menu to select another paper and media module.

XEROX.

Enter a key word.

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### Macromedia Flash Player 8 File View Control Help



### Getting Started Troubleshooting Help How to... Tutorials Maintenance Paper and media Storing of Paper Stock Paper and Media It is important for optimum printing that paper stock is stored correctly. Take note of the following when storing paper stock: These modules explain how to load media into the paper trays and describe Store in a low humidity area. Damp paper may cause paper jams or poor image quality. the media capabilities of the machine. 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. When you have completed the topic select the [Previous Menu] button below to return to the Paper and Media Menu. Enter a key word. 1/2Glossary XEROX. Previous Menu Home Search

### Macromedia Flash Player 8 File View Control Help



# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Paper and media

Paper and Media

These modules explain

how to load media into the paper trays and describe

### Stock and Tray Selection

A user has the option to select the size of paper or to select the Auto Paper Select option. The Auto Paper Select 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



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### Ø Macromedia Flash Player 8

File View Control Help

### X

Getting Started	How to	Tutorials	Maintenance	Troubleshooti	ng Help
	Paper and Stock and	media Tray Selection		(	300
Paper and Media	Pape	er Supply		Undo	Cancel Sa ve
These modules e <mark>xplain</mark> how to load media into the	Tray	Paper Size	Paper Type	Paper Color	Tray Type
paper trays and d <mark>escribe</mark> the media capabil <mark>ities of</mark>	1 🖬 50	) 8.5×11"	📒 Plain Paper	White	Fully Adjustable
the machine.	2 🗰 0	11×17"	🛄 Plain Paper	White	Fully Adjustable
	3 📷 50	) 8.5×11"	🛅 Plain Paper	White	Dedicated
	4 📰 23	9 8.5×11"	🔄 Plain Paper	White	Dedicated
	5 🗾 0	8.5 × 14	📄 Plain Paper	White	Fully Adjustable
	6 <mark>00</mark> 0	Auto Paper	📄 Plain Paper	White	
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button	tray. A user can s	select which tray to use	e from this list. The cho	osen tray is highlig	
below to return to the Paper and Media Menu.	and type of stock	is loaded in more tha	een enabled by your Sy in one other tray, incluc ie other when stock in f	ling the Bypass Ti	ray, the machine will
Enter a key word.		💷 Glossary			2/3









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## Macromedia Flash Player 8 File View Control Help







About this program >>
















# 🧭 Macromedia Flash Player 8

File View Control Help





#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Help How to... Maintenance Tutorials Enabling the Auditron The Auditron is enabled by the settings on the Accounting Mode screen. Auditron These topics describe all the features and functions of the Auditron Accounting Mode None Autory Access épure User Accourts Xerca Standard Nimvork. Accounting conuning Any User Accounts 🦳 Axim lew Group Account When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 1/2 1/5 Glossary XEROX. Previous Menu Search Home 畲 309\_03

#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting Help How to... Tutorials Enabling the Auditron The Accounting Mode screen is accessed via the following pathway: Auditron - Log In/Out button - Login Screen - Tools tab - Accounting These topics describe all - Accounting Enablement

the features and functions of the Auditron.

See the Machine Administration tutorial for more information about how to access the Tools tab.



## Macromedia Flash Player 8 File View Control Help





# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Hel



# Macromedia Flash Player 8 File View Control Help



#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting How to... Tutorials Maintenance Help **Configuring the Auditron** The Auditron needs to be configured before users can access the Auditron features. Auditron Select the Auditron button to continue. These topics describe all the features and functions of the Auditron Accounting Mode Cartos Save lione Auditary Access Xerox Slandard Accounting He lwork Accounting Audi Iron -When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/2 1/10 Glossary (III) XEROX. Previous Menu Search Home ᢙ 309\_04

#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials **Configuring the Auditron** The Configure User Accounts... option allows the Auditron Administrator to configure all of the User Accounts and set the Accounting Priveleges for each account. Auditron Select the Configure Account... button. These topics describe all the features and functions of the Auditron Accounting Mode Catos Sint Auditary Access lione Configure User Accounts Xerox Standard Accounting Re work Accounting View User Accounts Audi Iron View Group Accounts • When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/2 2/10 Glossary XEROX.

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#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Maintenance Help How to... Tutorials **Configuring the Auditron** The Configure User Accounts... option allows the Auditron Administrator to configure all of the User Accounts and set the Accounting Priveleges for each account. Auditron Select the Configure Account... button. These topics describe all the features and functions of the Auditron Configure User Accounts Ciose Little Account: (1-2000)Neu:Open Accourt Configure 1 Account... NeurExisting Account When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/2 3/10 Glossary (III) XEROX. Previous Menu Home Search ᢙ 309\_04

#### 🧭 Macromedia Flash Player 8 View Control Help File Getting Started Help Maintenance Troubleshooting How to... Tutorials **Configuring the Auditron** Configuring Accounts Auditron This screen allows the Auditron Administrator to save accounts, delete accounts, view counters, set passcodes, set copy limits, and set accounting privileges for all auditron accounts. Select the Accounting Privileges... button. These topics describe all the features and functions of the Auditron Configure User Accounts Black Color User Account: Group Account: Copy Limits: 9999 9999 1 Pass Code: When you have completed Accounting Privileges... View Counters.... Dele le Account Sale \*\*\*\* the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/2 4/10 Glossary XEROX. Previous Menu Home Search 倚

#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials Configuring the Auditron **Configuring Accounts** Auditron This screen allows the System Administrator to provide users with Group Account access, General Account access, and Auditron Administrator access. These topics describe all the features and functions of the Auditron Accounting Privileges: User Account Cancel Save Multiple Group Account Access When you have completed the topic, select the General Account Access [Previous Menu] button below to return to the Auditron Menu. Auditron Administrator Access Enter a key word. Topic 2/2 5/10 Glossary XEROX. 🔶 Previous Menu Home Search 龠 309\_04

#### 🖉 Macromedia Flash Player 8

File View Control Help



# Macromedia Flash Player 8 File View Control Help





# Configuring the Auditron Image: Configuring the Auditron Auditron Configuring the Auditron Counters can be reset for an individual User Account, for a single Group Account, or for a General Account. Similarly, all usage counters can be reset simultaneously.

These topics desc <mark>ribe all the features and functions of the Auditron.</mark>	Select the View (	Jser Accou	nts button.				
	Ac	counting N	Mode		Catoal	Save	
		llone Xerox Standard Accounting Audition	Audiliary Access Access Accounting	))())	View User Accounts View Group Accounts View General Accounts		
When you have co <mark>mpleted</mark> the topic, select the (Previous Menu] button below to return to the Auditron Menu.							
Enter a key word.		💷 Glos	ssary		Topic 2/2		8/10
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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting How to... Maintenance Help Tutorials **Configuring the Auditron** Resetting Accounts Counters can be reset for an individual User Account, for a single Group Account, or for a General Auditron Account. Similarly, all usage counters can be reset simultaneously. These topics describe all the features and functions of the Auditron View User Accounts User Account: (1 - 1) Color: Black: 5 iogrieve. Copied 34 14 When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/2 9/10 Glossary

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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials **Configuring the Auditron** To reset all of the Usage Counters, simply touch the Reset All Usage Counters button. Auditron Select the Reset All Usage Counters button. These topics describe all the features and functions of the Auditron Accounting Mode Catos Save Audilary Access lione View Group Accounts Xerox Slandard Accounting He work Accounting View General Accounts Audi Iron Resel All Usage Counters -When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/2 10/10 Glossary XEROX. Search Previous Menu Home 〇 309\_04

#### 🧭 Macromedia Flash Player 8 🛛





# Macromedia Flash Player 8

Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help	
	Account M	lanagement			0	
Auditron	ount, the password and limi need to be reset and you ma	ts and identifying ay have to delete				
These topics describe all the features and functions of the Auditron.	This topic will show you the activities involved to effectively manage an auditron account. > Setup User Accounts and Accounting Privileges > Setup General Accounts					
		up Accounts Jser Account				
When you have co <mark>mpleted</mark> the topic, select the [Previous Menu] button below to return to the Auditron Menu.						
Enter a key word.		🛄 Glossary				
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Ø Macromedia Flash Playe	er 8				
File View Control Help					
Getting Started	How to	Tutorials	Maintenance Trou	bleshooting	Help
Auditron	Setting up user ac and accounting p	ccounts involves crea	ounting Privileges ting a user account, user n	omeric passwords, co	<b>py limits</b> ,
These topics describe all the features and functions of the Auditron.	Cont	figure User Account Lier Account (1-2000) 2007		Gione	
When you have co <mark>mpleted</mark> the topic, select the [Previous Menu] button below to return to the Auditron Menu.					
Enter a key word.		Glossary	T	opic 1/4	2/8
Search	<b>Previous Menu</b>	🔠 Home	XEROX.		309_06













## Macromedia Flash Player 8 File View Control Help





#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help Maintenance How to... Tutorials General Accounts The information displayed on the screen is for the currently selected General Account. To change the General Account, use the Next Account button or touch the General Account numeric entry region Auditron and type the new number on the keypad. If there are no General Accounts, the General Accounts Access button is graved out and non-These topics describe all -selectable. the features and functions of the Auditron View General Accounts General Account: (1 - 1) Black: Color: Copied 34 14 When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/4 2/5 Glossary

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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Maintenance Troubleshooting Help How to... Tutorials General Accounts Select the Retrieve Data button to view the usage data for this General Account. Auditron These topics describe all the features and functions of the Auditron View General Accounts General Account: (1 - 1) Color: Black: 5 Copied 34 14 When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/4 3/5 Glossary **H** XEROX. Previous Menu Search Home ᢙ 309\_07

#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance General Accounts Shown on the screen are the total counts allocated to the selected General Account. Auditron These topics describe all the features and functions of the Auditron View General Accounts General Account: (1 - 1) Black: Color: 5 iogrieve. Copied 34 14 tour. When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/4 4/5 Glossary XEROX. Previous Menu Search Home ᢙ 309\_07

#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Tutorials Troubleshooting How to... Maintenance Help General Accounts Select the **Reset Counters** button to reset the total in the currently displayed General Account to 0. Auditron This completes the General Accounts module. These topics describe all the features and functions of the Auditron View General Accounts General Account: (1 - 1) Color: Black: 5 orieve Copied 34 14 When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 2/4 5/5 Glossary XEROX. Previous Menu Home Search ᢙ

# Macromedia Flash Player 8 File View Control Help



#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Maintenance Help How to... Tutorials Group Accounts The information displayed on the screen is for the currently selected Group Account. To change the Group Account, touch the Group Account numeric entry region and type the new number on the Auditron keypad. Alternatively, use the scroll arrows to increase or decrease the Group Account number. There are between 1 and 255 Group Accounts in the Auditron. These topics describe all the features and functions of the Auditron View Group Accounts Group Account Black: Color: 14 Copied 34 When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 3/4 2/5 Glossary

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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance **Group Accounts** Select the Retrieve Data button to view the usage data for this Group Account. Auditron These topics describe all the features and functions of the Auditron View Group Accounts Group Account Black: Color: 5 34 14 Copied When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 3/4 3/5 Glossary 田 XEROX. 🚺 Previous Menu Search Home 畲 309\_08
## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting How to... Tutorials Help Group Accounts Select the **Reset Counters** button to reset the totals in the currently displayed Group Account to 0. Auditron This completes the Group Accounts module. These topics describe all the features and functions of the Auditron View Group Accounts Group Account Black: Color: Copied 34 14 When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 3/4 4/5 Glossary XEROX. Previous Menu Search Home

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## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials Deleting an Account Only the system or auditron administrator can delete a user account. Auditron To delete a user account, access the **Configure User Accounts** screen. Select the Configure Account... button. These topics describe all the features and functions of the Auditron Configure User Accounts Ciose Litter Account: (1-2000)Neu:Open Accourt Configure Account... NeurExisting Account When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 4/4 1/4Glossary **H** XEROX. Previous Menu Home Search 合 309\_09





## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance **Deleting an Account** This completes the Deleting an Account topic. Auditron These topics describe all the features and functions of the Auditron Configure User Accounts Black Color User Account: Group Account: Copy Limits: 9999 9999 1 1 Pass Code: When you have completed View Counters ... Dele le Account Accounting Privileges ... Sac \*\*\*\* the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 4/4 4/4 Glossary **m** XEROX. Previous Menu Search Home ᢙ





## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Tutorials Troubleshooting How to... Maintenance Help User Access Auditron If enabled you must log into the machine before you can start a job. On completion of your session, log out of the auditron or view the counts made for your auditron account. This topic will show you how to access the auditron. These topics describe all the features and functions > Login of the Auditron > Logout > View Counts When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Glossary (III) XEROX. Previous Menu Search Home 囧

File View Control Help



## 🥙 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Maintenance Help How to... Tutorials Login Use the keypad to enter your numeric passcode and then select the Enter button. Contact your Auditron Administrator to make sure you have the correct passcode. Auditron If the passcode is valid the next screen displayed depends on the type of accounts you have been given access to, User, General, or Group. These topics describe all the features and functions of the Auditron 🖁 Log In Enter your Pass Code and touch Enter. New Code: \*\*\*\* When you have completed the topic, select the [Previous Menu] button below to return to the Auditron Menu. $\otimes$ Enter a key word. Topic 1/3 2/6 Glossary XEROX. Previous Menu Home Search 霝 309\_11



### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials Login The Accounting screen also enables users to login to a particular group account or general account. Auditron Your account access rights will determine which buttons on this screen are available. This screen allows users to quickly see the number of Black copies and Color copies remaining for their account. These topics describe all Select the Account Details button to continue. the features and functions of the Auditron 🚥 Accounting Cancel Group Account My User Account 005 My User Account General Account 6 When you have completed Black the topic, select the Remaining [Previous Menu] button 102 107 below to return to the Auditron Menu. Account Details $\checkmark$ Redisplayscree i oi job completion Enter a key word. Topic 1/3 4/6 Glossary

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XEROX.

## Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Login

Auditron

of the Auditron

These topics describe all the features and functions The **Account Details** screen enables users to view detailed usage data for their account. Users can see the account Limits, Number Used, and Number Remaining data for both Color and Black and White copying.



## 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance Logout When you have finished a session you must log out by pressing the Log In/Out button (highlighted with a key symbol) on the control panel. Auditron These topics describe all the features and functions of the Auditron Job Small Machine Sona Services When you have completed - the topic, select the [Previous Menu] button 2 3 below to return to the Auditron Menu. 0 Language Enter a key word. Topic 2/3 1/4 Glossary (H) XEROX. Previous Menu Search Home 畲



## 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Tutorials Troubleshooting Help How to... Maintenance Logout To logout of the current session simply select the Logout button. Auditron Select the Logout button. These topics describe all the features and functions of the Auditron 🕖 Logout Are you sure you want to logout? When you have completed the topic, select the [Previous Menu] button Session will end and all settings will return to default. below to return to the Auditron Menu. Logoul Canop Group Account: Enter a key word. Topic 2/3 3/4 Glossary XEROX. Previous Menu Search Home 309\_12

# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Logout

Your session will be terminated and the display will revert to the default screen.

This concludes the description of the logout feature.

These topics desc<mark>ribe all</mark> the features and functions of the Auditron.

Auditron

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

Search

Enter a key word.



4/4





## 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Maintenance Troubleshooting Help How to... Tutorials View Counts The Account Details screen displays the totals for the account or accounts you are currently logged into. The table shows: Auditron Limits = the total number of images allowewd for the account

These topics describe all the features and functions of the Auditron

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

 Used = the number of images generated for the account. Remaining = the number of images remaining for the selected account, based on the account. limits.



### 🧭 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help Maintenance How to... Tutorials View Counts If you have logged into a group account or a general account, the associated tabs show the totals for the account you are currently logged into. Auditron The totals table for Group and General Accounts does not show the remaining number of images, as no limits are set on these accounts. These topics describe all the features and functions Select the Close button. of the Auditron Close Account Details 🏦 My User Account Oubul Color Limi Is Used Sendce Remaining Copy 🙈 Black 2,000 200 1,500 When you have completed Copy 😜 Color 1000 100 900 the topic, select the [Previous Menu] button below to return to the Auditron Menu. Enter a key word. Topic 3/3 4/5 Glossary

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File View Control Help

Getting Started

Auditron

of the Auditron

These topics describe all

the features and functions

When you have completed

the topic, select the [Previous Menu] button below to return to the

Auditron Menu.



Enter a key word.

Search

🖽 Glossary

🕨 🚺 Previous Menu



Home





About this program >>





## Macromedia Flash Player 8 File View Control Help



The **Tools Tab** utilities enable the machine or system administrator to set-up, customize and maintain the machine. Some of the settings in this function are critical to the operation of the machine so the screens are password protected so that they cannot be accidentally changed or corrupted.

XEROX.

Use these tools 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 section of the Tools Tab.

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

Enter a key word.

Administration

how the machine

the machine and

suit your specific requirements.

These topics describe

administrator can setup

customize the settings to

Glossary





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Help

# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance

## **Tools Overview**

Machine

Administration

There are several Tools Tab sections, the first is illustrated below. The tools that are available depend upon the configuration of the machine. The following screens illustrate the tools tab for a machine that is connected to a network. A copier configuration will not have all these tools.

These topics describe how the machine administrator can setup the machine and customize the settings to suit your specific	Totachine Status					
requirements.	Machine Information Paper Tr Managen	on Faults Relings Groups	Supplie c	Feakres		
When you have completed the topic select the [Previous Menu] button below to return to the Machine Administration Menu.	User Inte Settings Connect & Networ Account	Infly Infly Infly Infly	s	Resel Copy Calibration		
Enter a key word.		Glossary				2/8
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File View Control Help





File View Control Help



File View Control Help

Machine

requirements.

Menu.

Enter a key word.

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File View Control Help

Machine

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## Macromedia Flash Player 8 File View Control Help



File View Control Help

Getting Started

Machine

Administration

the machine and

Menu.

These topics describe how the machine

administrator can setup

customize the settings to



Help

## Accessing the Tools Tab

Tutorials

## Log In

How to...

The Log In Window opens. Use the keypad to enter a 4 digit passcode in the Log In Window and then press Enter on the screen.

Maintenance

Troubleshooting

The factory preset passcode is 1111. It is strongly recommended that you change the passcode. Refer to the System Administration CD1 for information on changing the passcode.



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File View Control Help










About this program>>





















#### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Maintenance Help Tutorials Job Status Listed below are the common status messages shown on the Job Status screen. Machine/Job Roll over each of the status messages for an explanation. Status These topics show you - Printing - Waiting for Printer how to find out how your iob is progressing. - Formatting - Scheduling - Pending - Scanning - Held Paused Interrupted Receiving When you have completed the topic select the [Previous Menu] button - Deleted - Sending below to return to the Machine/Job Status Menu. Completed Completed with Errors Enter a key word. 7/7 Glossary XEROX. Search Previous Menu Home 倚 311\_01

#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Maintenance Help Tutorials Job Status Listed below are the common status messages shown on the Job Status screen. Machine/Job Roll over each of the status messages for an explanation. Status These topics show you Printing - Waiting for Printer how to find out how your iob is progressing. The machine is currently printing the job. - Scheduling - Pending - Paused Interrupted When you have completed the topic select the [Previous Menu] button - Sending - Deleted below to return to the Machine/Job Status Menu. Completed Completed with Errors Enter a key word. 7/7 Glossary XEROX. Search Previous Menu Home 合 311\_01



#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Maintenance Help Tutorials Job Status Listed below are the common status messages shown on the Job Status screen. Machine/Job Roll over each of the status messages for an explanation. Status These topics show you - Printing - Waiting for Printer how to find out how your iob is progressing. - Scheduling The job has been scanned, but is awaiting the resources to be formatted. Pending - Paused Interrupted When you have completed the topic select the [Previous Menu] button - Deleted - Sending below to return to the Machine/Job Status Menu. Completed Completed with Errors Enter a key word. 7/7 Glossary XEROX. Previous Menu Home Search 合 311\_01

#### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Help Maintenance Troubleshooting How to... Tutorials Job Status Listed below are the common status messages shown on the Job Status screen. Machine/Job Roll over each of the status messages for an explanation. Status These topics show you - Printing - Waiting for Printer how to find out how your iob is progressing. - Scheduling The active job was paused. The pause can be initiated using the Stop button on the keypad, by selecting Pause from the - Pending print queue screen on your computer or due to a system fault during the running of the job. The job is not deleted from the - Paused queue and can be resumed. Interrupted When you have completed the topic select the [Previous Menu] button - Sendina below to return to the Machine/Job Status Menu. Completed Completed with Errors Enter a key word. 7/7 Glossary XEROX. Previous Menu Home Search 311\_01













#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance Job Status Listed below are the common status messages shown on the Job Status screen. Machine/Job Roll over each of the status messages for an explanation. Status The job has been temporarily stopped from printing. The job remains in the print queue These topics show you - Waiting for Printer how to find out how your and will continue to proceed up the list as iob is progressing. prior jobs are printed. If a held job is at the top of the queue all subsequent jobs will continue - Formatting to be processed and printed, a held job does not hold up other jobs in the queue. There are various reasons why a job might be held, for Scanning example the job is a secure print or the required resources are not available. The Held reason for the hold are displayed in the job details. Receiving When you have completed the topic select the [Previous Menu] button - Deleted below to return to the Machine/Job Status Menu. - Completed with Errors Enter a key word. 7/7 Glossary XEROX. Previous Menu Home Search 囧 311\_01







File





#### Ø Macromedia Flash Player 8 File View Control Help





Gettin

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$\geq$	Managing G	)ueues				٥
<sup>2</sup> ⊿ ne/Jo <mark>b</mark>	Manage you required job		b using the Job Cor	mmands. To	access the job comma	nds highlight the
5	Select job 3,	the YTD Plans,	<b>T.Smith</b> job from th	ne All Incompl	ete Jobs queue.	
pics show you id out how your igressing.	Activ	Job Status	edat. bateloy			
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select the Menu] button		5 GKem	Special.doc.	Pending		
return to the Job Status Menu.		6 OKenn	Bpecial.doc	Processing		
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## Macromedia Flash Player 8 File View Control Help







View Control Help File

Getting Started

Machine/Job

Status



Help

#### Managing Queues

Tutorials

How to...



Troubleshooting

The job details can be accessed for incomplete and completed jobs. Depending on the type of selected job, e.g. copy, print, etc. the details will show the submission time, image quality settings, the owner, finishing options, senders e-mail address, etc. Access the Details from the job command options.

Maintenance

#### Select the Details button.

These topics show you how to find out how your job is progressing.	Ja Active Jate	ob Status Completed Jobs			
	View All Jobs #		•		
	001	CVilone	JobStatus doc MachineStatus doc	Prining	
	003	T.āmih 📋	Poloano	Prining	
When you have completed the topic select the	004	GKern 📃	daL	A Pending	
[Previous Menu] button	005	GKern ))))	Jah Dataila	A Pending	
below to return to the Machine/Job Status Menu.	006	GKern	Clase Manu	Processing	
	007	Local User 🛛 🛱	bopy 204	Processing	
	800	NJudd 📃	E-mail 333	Scanning	
Enter a key word.		🛄 Glossary			
Search	🚺 Previous Menu	🛃 Home		XEROX.	

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### Macromedia Flash Player 8 File View Control Help

Status





These topics show you how to find out how your 📕 Job Details: iob is progressing. Close Job Settings Required Resources Feature Value : Submission Time: 10:24:05 Quantity: When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu. ¥ Enter a key word. Glossary XEROX. Previous Menu Home Search 囧

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File View Control Help



#### Getting Started Troubleshooting How to... Maintenance Help Tutorials Required Resources Display the job resources by selecting the **Required Resources** button on the Progress of Your Job Machine/Job screen Status Select the Required Resources button. These topics show you how to find out how your iob is progressing. 📕 Job Details: Close Job Setting FIN Required Resources Value : Feature Quantity: When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu. Ŧ Enter a key word. 1/2Glossary XEROX. Previous Menu Home Search ᢙ 311\_04

File View Control Help

Getting Started

Machine/Job

These topics show you how to find out how your

job is progressing.

Status



Help

#### **Required Resources**

Tutorials

How to...



Troubleshooting

The **Required Resources** screen shows the size, type and color of the stock required to print the selected job. It also details whether the required paper stock and supplies are loaded in the machine.

Maintenance

	Job Details:						
		Job Sellings Required Resources					
	R	e couroe	Size	Туре	Color	Loaded	
		Tray 1	8.5x11" LEF	Slandard	Blue	No	-
		Tray 3	8.5x11" LEF	Slandard	While	Yes	
		Skaples				Yes	
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu.							-
Enter a key word.			Glossary				
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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

#### Machine Status

The Machine Status screens allows you to view details that apply specifically to your machine. When contacting your Xerox representative some of the information contained on these screens is needed.

XEROX.

This topic will show you the various options available to you:

- > Machine Information
- > Paper Tray Status
- > Usage Counters
- > Print Reports

When you have completed	
the topic select the	
(Previous Menu) button	
below to return to the 📃 📃	
Machine/Job Status Menu.	

Machine/Job

These topics show you how to find out how your

iob is progressing.

Status

Glossary



Enter a key word.



#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials Machine Information The Machine Information tab displays information needed for service calls and contact numbers. It Machine/Job also provides entry to the Machine Tools screens. Status Access to the Machine Information tab is via the Machine Status button on the control panel. These topics show you Select the Machine Status button on the control panel and the Machine Information tab on the how to find out how your iob is progressing. touch screen. Machine Status Services Job Status 1111 2 Log In/Out Help 8 When you have completed

the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu. 
### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting How to... Tutorials Maintenance Help Machine Information The Machine Information tab displays information needed for service calls and contact numbers. It Machine/Job also provides entry to the Machine Tools screens. Status Access to the Machine Information tab is via the Machine Status button on the control panel. These topics show you how to find out how your Select the Machine Status button on the control panel and the Machine Information tab on the iob is progressing. touch screen. Machine Status ))))) Tools Familie Supplies Biling Information Machine Seral Number KMM-00000505 Usage Counters Black Impressions 24,000,000 When you have completed Calar Impressions 10,123,456 the topic select the [Previous Menu] button below to return to the Tatal Impressions 44,246,912 Machine/Job Status Menu.

Glossary Topic 1/4

Enter a key word.

Search

### 🖉 Macromedia Flash Player 8 File View Control Help Maintenance Getting Started Troubleshooting Help How to... Tutorials **Machine Information**

Machine/Job

These topics show you how to find out how your

Status

The Customer Support telephone number is for contacting your Xerox representative and ordering supplies. When contacting your Xerox representative you must guote the machine serial number. Other useful information is also displayed on this screen.

job is progressing.							-
		👔 Machine S	Status				
		Machine Information	Faults	Supplie s	Billing Information	Tools	
		General Information Customer Support www.serox.com 1234567890			Paper Tray Slaks Prini Reports		
When you have co <mark>mpleted</mark> the topic select the [Previous Menu] button below to return to the		Machine Serial Nu KMM-000000505 Curreni System So 001.000001.000	5 x11ware		-		
Machine/Job Status Menu.		IP Address 10.123.131.45					
Enter a key word.		🛄 GI	ossary		Το	oic 1/4	
Search	Previous Men	ш 🔠 На	ome	XER	OX.		

### 🖉 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting Help How to... Tutorials Maintenance **Paper Tray Status** From the Machine Information tab, select the Paper Tray Status button to view the paper loaded Machine/Job and the status of each of the paper travs. Status Select the Paper Tray Status button. These topics show you how to find out how your iob is progressing. 🙀 Machine Status Familia Tools Supplies **Billing Information** Machine Information General Information Paper Tray Status )))) Customer Support: WWW.X010X.COTT 1234997890 Print Reports Machine Serial Number: When you have completed KWW-00000505 the topic select the Current System Software [Previous Menu] button 001.000001.000001 below to return to the IP Address Machine/Job Status Menu. 10.123.131.46 Enter a key word. Topic 2/4 1/4Glossary XEROX.

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# Macromedia Flash Player 8 File View Control Help



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Topic 2/4

XEROX.

File View Control Help

Getting Started



## Paper Tray Status

Tutorials

How to...



Troubleshooting

The Status column relates to the current status of the



Help

# 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.

Search

Enter a key word.



Maintenance

How to...

File View Control Help

Getting Started



Help

#### **Paper Tray Status** The information displayed on the Tray Status screen is automatically updated if the status of any Machine/Job trav changes. Status These topics show you how to find out how your iob is progressing. Paper Tray Status Ciose Paper Color Paper Size Paper Type Tray 96 Slaks 1 50 Ready B.5x11\* -Plain Paper While 2 0 Ready 8.5(111) Plain Paper While Plain Paper While 3 50 Ready 5.5x11" Ready Plain Paper 27 11x17\* 4 🔜 25 While Ready Plain Paper 5 🗰 0 8.5k11" While Ready Plain Paper While 6<u>6</u>0 5.0x111 P

Tutorials

Maintenance

Troubleshooting



### 🦉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials Billing Information/Usage Counters Print Machine Status Machine/Job Familia Supplies Tools Biling Information Status Machine Serial Number: These topics show you KVIV-00000505 Usage Courters how to find out how your iob is progressing. 9 Black Impressions 24,000,000 Color Impressions 10.123.458 Tatal Impressions 44.246,912 When you have completed Billing information can be accessed by touching the Machine Status button, then touching the Billing the topic select the Information tab. [Previous Menu] button below to return to the Machine/Job Status Menu. Enter a key word. Topic 3/4 1/7Glossary XEROX. Previous Menu Home Search 裔 410\_01

### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Maintenance Help How to... Tutorials Billing Information/Usage Counters Print Machine Status Machine/Job Familia Supplies Tools Biling Information Status Machine Serial Number: These topics show you KVW-00000505 Usado Countará how to find out how your iob is progressing. Black Impressions 24,000,000 Color Impressions 10.123.458 Total Impressions 44.246,912 When you have completed Black Impressions, Color Impressions, and Total Impressions are shown on the Billing Information the topic select the Tab. [Previous Menu] button below to return to the Machine/Job Status Menu. Enter a key word. Topic 3/4 2/7 Glossary XEROX. Previous Menu Home Search 裔 410\_01



# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help



# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Getting Started How to... Tutorials Maintenance Troubleshooting Help Billing Information/Usage Counters Billing Information/Usage Counters Print Counters Print Nachine/Job 1. Select the Machine Status button 1. Select the Machine Status button Print Counters

These topics show you how to find out how your job is progressing.

Status

Ensure that the Billing Information tab is visible (a summary of Black Impressions, Color Impressions, and Total Impressions is shown on this tab). Select the Usage Counters button.

Select the Usage Counters button.



## Macromedia Flash Player 8 File View Control Help





# Macromedia Flash Player 8 File View Control Help Cetting Started Nointenance Traublashastic





# Macromedia Flash Player 8 File View Control Help





File





View Control Help File







# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

# Fault Logs

Machine/Job

These topics show you

iob is progressing.

how to find out how your

Status

## All Faults

The **All Faults** screen displays a row for each active fault that has been detected by the machine. Entries are made each time a fault is detected and removed when the fault has been cleared.

When the **Instruction** button is selected, the fault clearance screens associated with the fault are displayed.

	All Faults		Instruction Close 1
	FailtCode	Fault Message	
	3-550		
	3-550		
When you have co <mark>mpleted</mark>			
the topic select the [Previous Menu] button			
below to return to the Machine/Job Status Menu.			
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Enter a key word.	Glossary		
	Glossary		
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# Macromedia Flash Player 8 File View Control Help Getting Started How to... Tutorials Maintenance Troubleshooting Help

## Fault Logs

Machine/Job

These topics show you

iob is progressing.

how to find out how your

Status

### Active Statuses

The **Active Statuses** screen gives a description of each active fault detected by the machine. Entries are made each time a fault is detected and removed when the fault has been cleared.

The fault code generated by the machine and the message associated with each fault are displayed. The fault messages are identical to the messages displayed at the top of the screen.

	l i	Active Statuses		Close
		FailtCode	Farit Message	
	[	3-550	Calibration Cancelled	
		3-550	Calibration Cancelled	
	-			
	-			
When you have co <mark>mpleted</mark>	2			
the topic select the [Previous Menu] button				_
below to return to the Machine/Job Status Menu.				
Machinesoup Status Meriu.				
/	L			<u> </u>
Enter a key word.		🖽 Glossary		
	-	-	VEDOV	
Search	Previous Menu	🔠 Home	XEROX.	

View Control Help File



### Getting Started Troubleshooting Maintenance Help How to... Tutorials Fault Logs Error Log Machine/Job The Error Log screen contains a list of the last 20 faults detected by the machine. Status This screen displays the fault code with the time and date when the error occurred. These topics show you how to find out how your iob is progressing. Error Log Close FaultCode Date Time Image Court Size 1 2-220 10/21/05 09:03:05 1 2 2-220 10/21/05 10:45:08 4 When you have completed the topic select the [Previous Menu] button below to return to the Machine/Job Status Menu. Enter a key word. 5/5 Glossary **m** XEROX. Previous Menu Home Search

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### 🧭 Macromedia Flash Player 8 File View Control Help Getting Started Troubleshooting How to... Tutorials Maintenance Help Supplies View the status of the machine supplies to gain an indication of when the customer replaceable Machine/Job units need to be replaced. Status Access to Supplies is via the Machine Status button on the control panel. These topics show you Select the Machine Status button on the control panel and the Supplies tab on the touch screen. how to find out how your iob is progressing. Machine Status 71 W (()) Supplie s Tools Machine Information Faults General Information Paper Tray Status Customer Support: www.xerox.com 1234557890 Print Reports Machine Serial Number: When you have completed KMM-00000505 the topic select the Current System Software [Previous Menu] button 001.000001.000001 below to return to the Machine/Job Status Menu. IP Address 10.123.131.45

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Machine/Job Status Menu.

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Enter a key word.

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View Control Help File



Services Web site on your desktop PC. Using Internet Services, a message can be sent to inform you when a consumable needs re-ordering.





### About this program>>













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XEROX

File View Control Help



### Getting Started Troubleshooting How to... Tutorials Maintenance Help Internet Services: Overview Overview Index Contents Help... Internet Services XEROX WORKCENTRE PRO These topics overview the Jobs Print Scan Properties Support Status Internet Services features and show you how to General Status access them General Alerts Travs Consumables The WorkCenter Pro configuration machines contain their own Internet Web site. This site is accessed by entering the IP address of the machine into your web browser. As a user, you can obtain information about the machine, and any jobs sent to the machine, from the comfort of your own desktop. The Internet Services Help function describes all the features and functions of the site but the following screens highlight some of the most useful features to give you an insight into what the site can do for you. Enter a key word. 1/9 Glossary XEROX. Previous Menu Search Home





View Control Help File



File View Control Help



View Control Help File





File View Control Help




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File View Control Help				
Getting Started	How to Tutorials Maintenance Troubleshooting Help			
	How to Access Internet Services	7		
Overview	There are a number of requirements that need to be met before you can access Internet Services.			
These topics over <mark>view the</mark> Internet Services features and show you how to access them.	<ol> <li>The machine should be physically connected to the network with TCP/IP and HTTP enabled. To check this, print a configuration sheet. Under the section <b>Network Setup</b> - <b>HTTP Settings</b> it will say enabled or disabled. If it is disabled, consult your system administrator.</li> <li>An operational workstation with TCP/IP Internet or Intranet accessibility.</li> <li>You need Internet Explorer or Netscape Navigator</li> </ol>	er the section <b>Network Setup - HTTP Settings</b> it will say It your system administrator. nternet or Intranet accessibility.		
	If you do not know if your workstation and machine have the necessary software, contact your system administrator.			
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Enter a key word.	Glossary 1/4	•		
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#### 🖉 Macromedia Flash Player 8 View Control Help File Getting Started Troubleshooting Help How to... Tutorials Maintenance 2 Access Internet Services

These topics overview the Internet Services features and show you how to access them.

Overview



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.

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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





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Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Warning	and Caution		Print	
Maintenance		• When electring your m	oshino da NOT uga ar	aonia ar strong shomiast s	aluanta ar
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.	aerosol c only as d WARNING pressuris electrical CAUTION maintain	leaners. Do NOT pour fl irected in this document ed air-spray containers applications. Use of suc Do NOT remove the co or service any of the part nce procedure that is N	uids directly onto any a ation. Keep all cleanin ed air-spray cleaning ai contain explosive mixtu ch cleaners can result i vers or guards that are ts that are behind thes	ganic or strong chemical s rea. Use supplies and cle ng materials out of the read ures and are not suitable f in a risk of explosion and f fastened with screws. Yo e covers and guards. Do a ed in the documentation s	eaning materials ch of children. t. Some or use in ire. u cannot VO7 attempt any
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Maintenance		Tray Settings Tray 3 Paper Type		Save Save	
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.		Plain Paper Drilled Enbels Pre-privat Paper Color White Elsan Green Pink			
When you have completed the topic select the [Previous Menu] button below.	Once you have Select the <b>Sav</b>		Paper Type and Pape	r Color, touch the Save	button.
Enter a key word.		🖽 Glossary			5/7
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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

Loading paper in the High Capacity Feeder

Hints and Tips






























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Maintenance	trays 1 and 2 are	r trays designed to fully adjustable tra		r and other media. The byp ety of paper sizes. Trays 3	
These modules explain how to maintain your machine. You can print the procedure by pressing the [Print] button at the top of the screen.	screen displays a more of the same Before loading pa	a pop-up window, <u>o</u> e paper. aper into the paper	giving the option to cha	t more paper is to be load ange the paper and its attri This procedure separates of paper jams.	butes, or load
When you have completed the topic select the [Previous Menu] button below.					
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#### Loading Staples

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 Staples - Advanced Office Finisher

Loading Staples - Professional Finisher Booklet Maker

Loading Staples - Convenience Stapler





















# About this program>>











# About this program>>

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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

Replacing the Charge Corotron

Replacing the Waste Toner Container





































































































































## About this program>>





## About this program>>







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Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Problem So Defining	lving the Problem		3	) ()
Troubleshooting	Indicate the machine mode that has the problem.				
These modules help you to solve common problems on your machine.	Select the box next to the statement that most closely describes the mode that has the problem then select <b>Next</b> .				
	The machine fails to complete a <b>copy/print</b> job.				
	The machine fails to complete a <b>network scanning</b> job.				
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.	The machine fails to complete an <b>e-mail</b> job.				
	The machine fails to complete a <b>server fax</b> job.				
	The machine fails to complete an <b>embedded fax</b> job.				
	The machine fails to complete an <b>internet fax</b> job.				
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## About this program>>





This section explains what happens when a fault occurs on your machine and how to use the fault messages and indications to clear the problem.

Faults Overview

Fault Types

Fault Displays

Fault Logs


































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Getting Started	How to	Tutorials	Maintenance	Troubleshooting	Help
	Fault Types			3	
	Status Messages				
Troubleshooting	Status messages are informal messages that do not impact the machine from functioning properly.				
These modules help you to solve common problems on your machine.	Select the two cat	egories of Status I	Messages below for a	description of each.	
	Warning Messag	es			
When you have completed the topic select the [Previous Menu] button below to return to the Troubleshooting Menu.	Job Fault Messag	jes			
Enter a key word.		🖽 Glossary			4/4
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## About this program>>









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## About this program>>



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	Drilled paper holes are on the wrong side	
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Dutput >>>	Deformed transparencies	<ul> <li>Ensure that the drilled paper is loaded correctly in the paper tray. The holes should be on the leading edge for Trays 1, 2, 3, 4, and 6,</li> </ul>
Fax >>>	Inserts have images printed on them	and on the trailing edge for the bypass tray.
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Output >>>		mode. Press the <b>Energy Saver</b> button on the control panel.					
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Output >>> Fax >>>	Received fax and repo documents will not pri	rt adm nt exan	<ul> <li>Check the fax enabled trays in Machine Status. You might need to ask the machine administrator to change the settings. For example, if you want a fax to print on blue pa and the machine administrator has disable</li> </ul>		
Touch Screen >>> Power / Memory >>>	With an external contr connected, the machir appears ready, but use log in	fax p ol device unle le print ers cannot - Col	rinting on blue paper, you ca ss the machine administrato ing on that specific type of pa ntact the machine administra ure that the <b>Junk Fax</b> feature	innot use it or enables fax aper. ator and	
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Problem Stateme If you are experiencing		suggestions below for problem solving advice.	
Message will not clear	A fax or print document will not print, it is marked as Held in the queue	With an external control device connected, the machine appears ready, but users cannot log in	
Output >>> Fax >>>	Received fax and report documents will not print	- Check the external device to ensure that it is properly connected and powered on.	l
Touch Screen >>> Power / Memory >>>	With an external control device connected, the machine appears ready, but users cannot log in		l
Documents will not feed correctly Miscellaneous >>>	When printing to the professional finisher, booklet tray, the banner sheet is printed to the top tray.		

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Output >>> Fax >>>		Received fax and report documents will not print	- To print the banner sheet along with your booklets, the banner sheet must be loaded short edge feed in the paper tray.			
Touch Scree Power / Men		With an external control device connected, the machine appears ready, but users cannot log in				
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usage for all copy jobs.

Auditron Administrator - a designated user, whose responsibility is to set up and maintain auditron



















## Welcome to the Training and Information program for this machine.

This interactive guide is designed to help you become familiar with the your new machine.

This comprehensive program delivers everything from configuring your machine, to making the most of its features and functions, allowing you to take productivity to the next level.















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