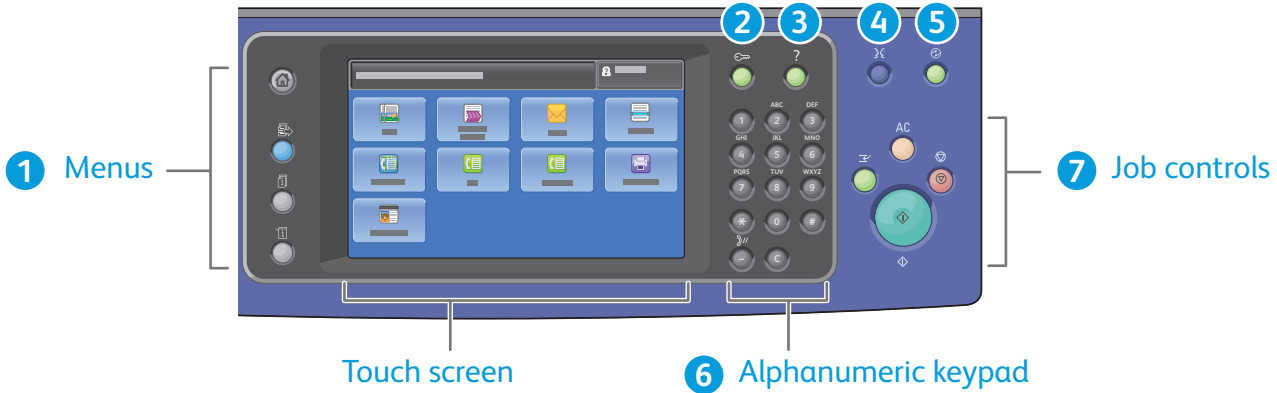


# Xerox® WorkCentre® 7970

## Control Panel



Available services can vary on your printer setup. For details about services and settings, see the *User Guide*.



- 1** **Services Home** displays main services, such as copy, scan, and fax.
- Services** returns to the active service from the Job Status or Machine Status screens, or to a preset service.
- Job Status** displays active, held, and completed jobs.
- Machine Status** displays settings and information.



- 2** **Log In/Out** accesses password protected features.
- 3** **Help (?)** displays additional information about the current selection or service.
- 4** **Language** changes the touch screen language and keyboard settings.
- 5** **Power Saver** enters or exits energy saver mode.



**Alphanumeric keys** are used for entering copy quantities, fax numbers, and other numeric information.

**C** (clear) deletes numeric values or the last digit entered.



- 7** **Clear All**
- Interrupt Print**
- Stop**
- Start**

**Clear All** clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.

**Start** starts the selected job.

**Stop** temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

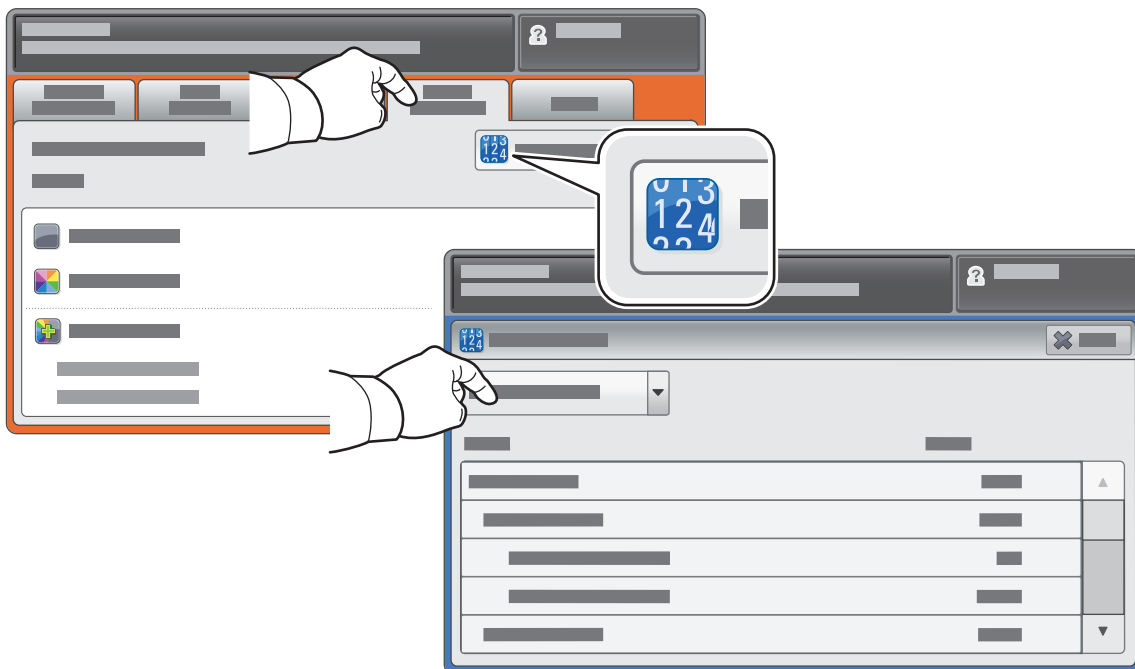
**Interrupt Print** pauses the currently printing job to run a more urgent job.

The Machine Status menu provides access to supplies status, printer information, and settings. Some menus and settings require log in using the administrator name and password.



## Billing and Usage Information

In the Machine Status menu, touch the **Billing Information** tab for basic impression counts. Touch the **Usage Counters** button for detailed usage counts. The drop-down menu provides more count categories.



# Xerox® WorkCentre® 7970

## Printer Tour



Optional accessories can be part of your printer setup. For details, see the *User Guide*.

### Duplex Automatic Document Feeder

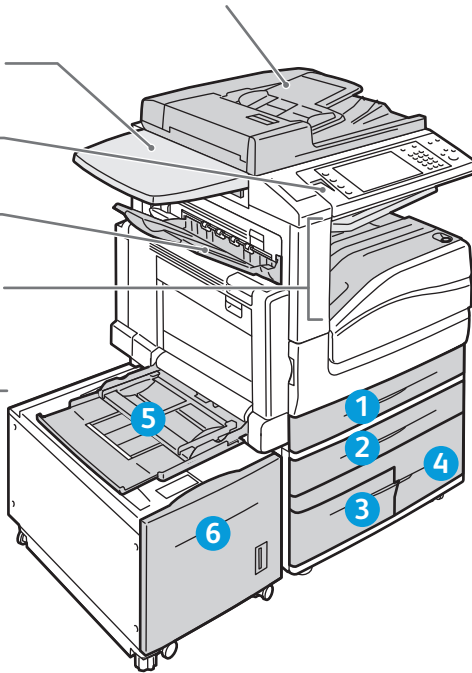
Work Surface

USB Port

Left Tray

Output Trays

Paper Trays

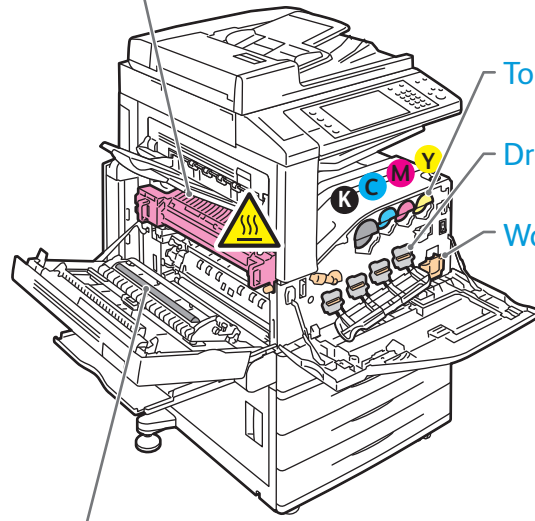


Fuser

Toner Cartridges

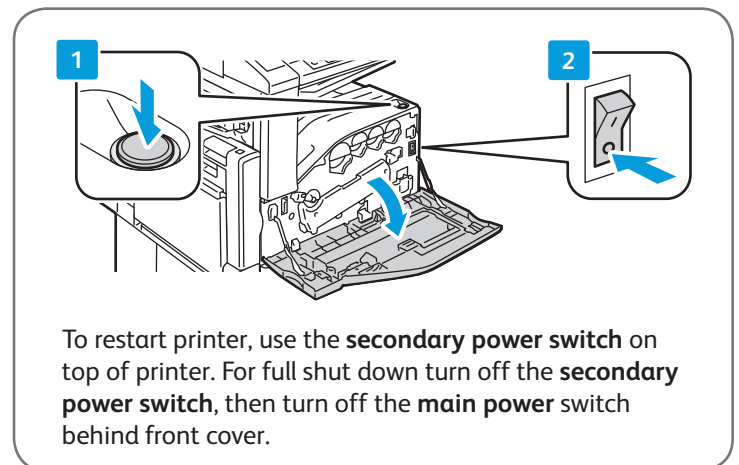
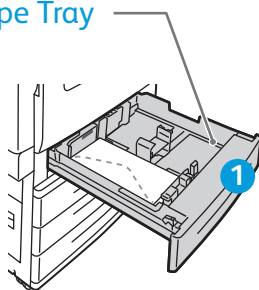
Drum Cartridges

Waste Cartridge



Second Bias Transfer Roll

### Envelope Tray



# Xerox® WorkCentre® 7970

## Paper Handling



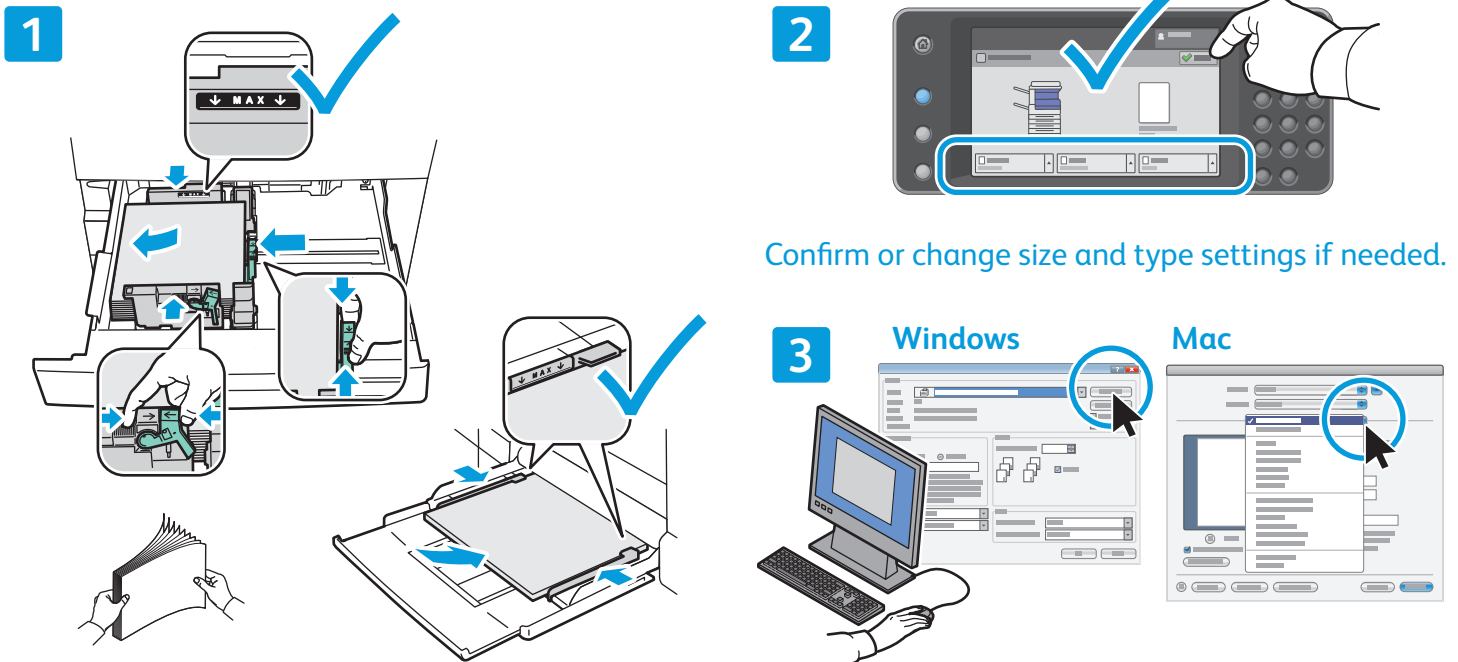
For a complete list of paper that works with your printer, see the Recommended Media List at:

[www.xerox.com/paper](http://www.xerox.com/paper) (U.S./Canada)

[www.xerox.com/europaper](http://www.xerox.com/europaper)

For details about trays and paper, see the *User Guide*.

## Loading Paper

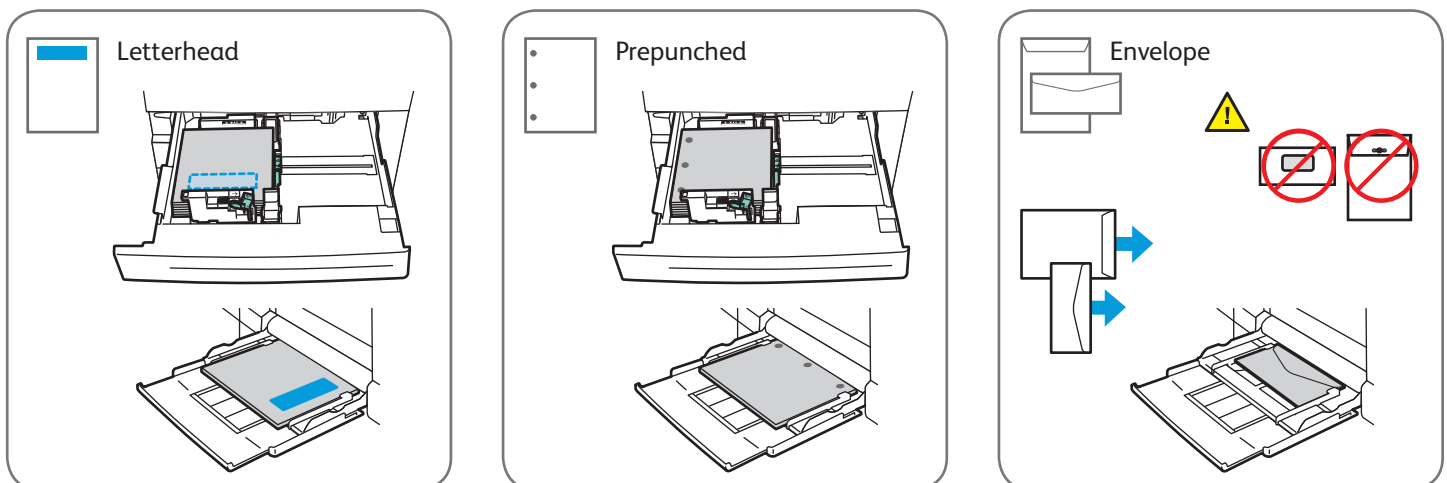


For best results, fan the edges of the paper. Adjust guides to fit the paper size. Do not load paper above the maximum fill line.

Confirm or change size and type settings if needed.

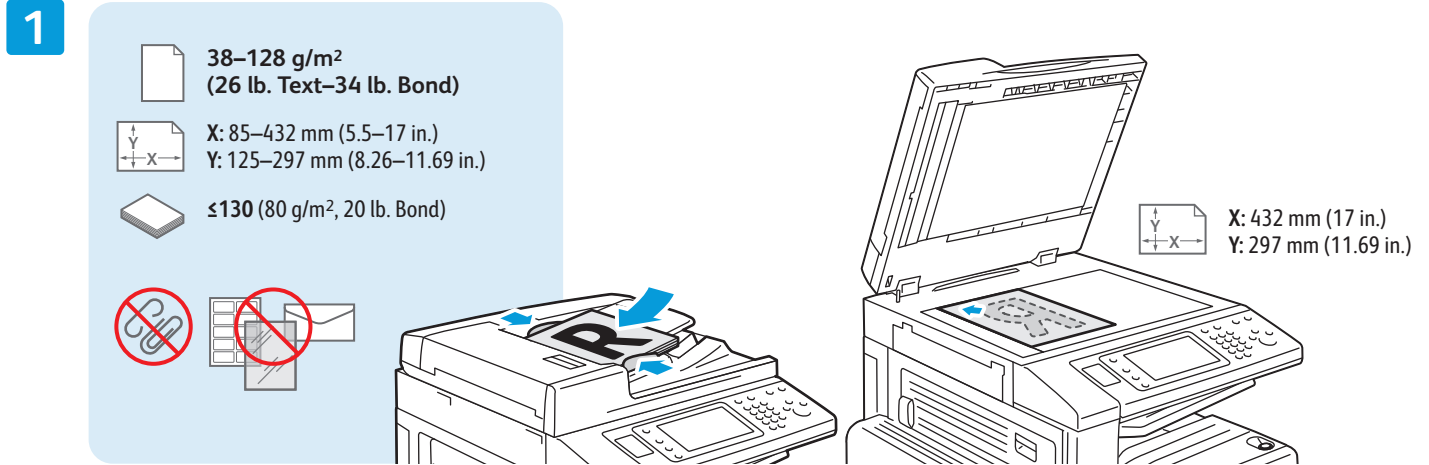
When printing, select options in the print driver.

## Paper Orientation

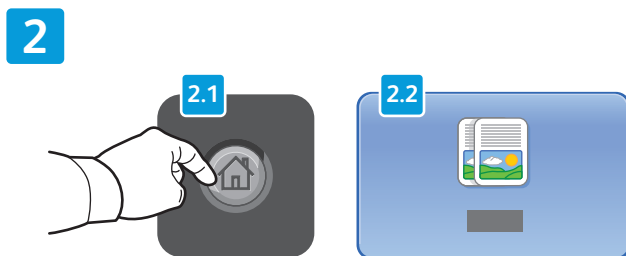


## Copying

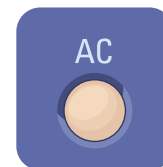
For details, see the *Copying* chapter in the *User Guide* located on your *Software and Documentation* disc or online.



Load the original.



Press **Services Home**, then touch **Copy**.



**Clear All** clears previous and changed settings for the current service.

3



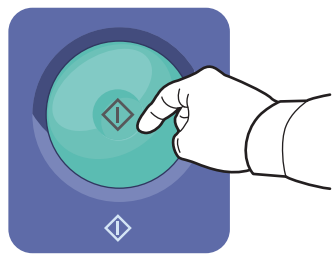
Change the settings as needed.

4




Select number of copies.


5



Press Start.



**Stop** temporarily stops the current job. Follow the onscreen message to cancel or resume your job.



**Interrupt Print** pauses the currently printing job to run a more urgent job.

# Xerox® WorkCentre® 7970

## Scanning and Emailing

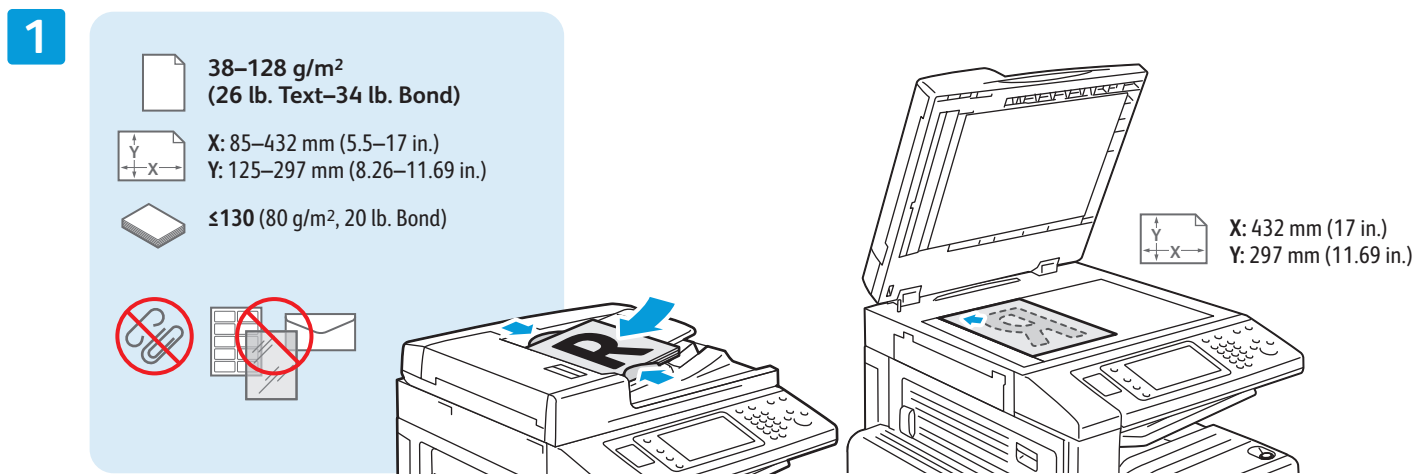


The printer is connected typically to a network rather than a single computer, so you select a destination for the scanned image at the printer.

This guide covers techniques to scan documents without preparing special setups:

- Scanning documents to an email address.
- Scanning documents to a saved Favorite, Address Book listing, or USB Flash drive
- Scanning documents to the Public folder on the printer hard drive, and retrieving them using your Web browser.

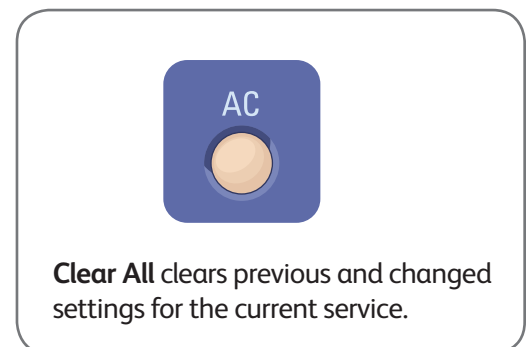
For details and more scan setups, see the *Scanning* chapter in the *User Guide*. For details about address book and workflow template setup, see the *System Administrator Guide*.



Load the original.



Press **Services Home**, then touch **Email** for emailing the scan, or **Workflow Scanning** to scan to the `_PUBLIC` folder or a USB Flash drive. Touch **Scan To** if your scan destination is stored in the Address Book or saved as a Favorite.



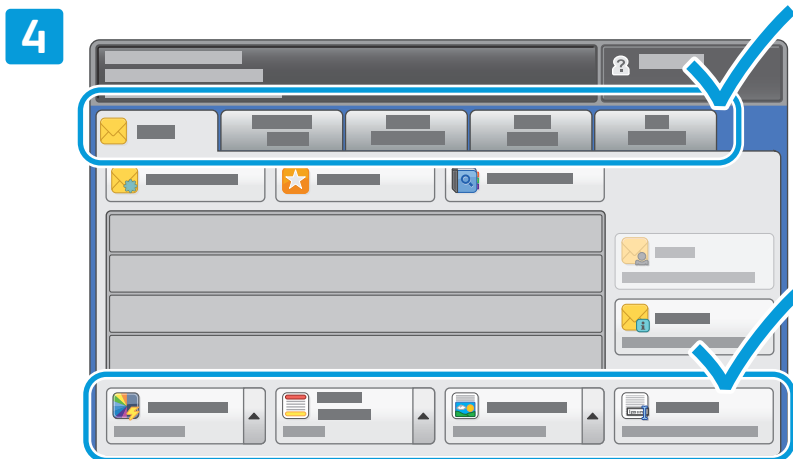
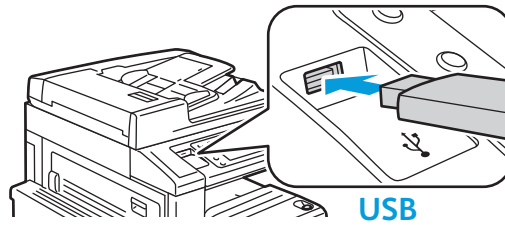


For Email, touch **New Recipient**, then enter the address using the touch screen keypad. Touch **+Add** to add addresses to the list, then touch **Close**.

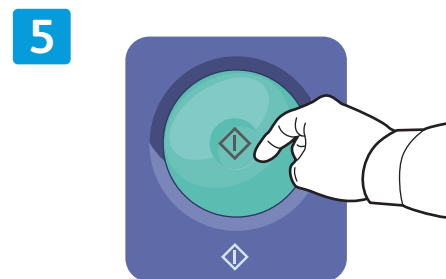
For Workflow Scanning, touch **\_PUBLIC**, or insert your USB Flash drive and touch **USB**.

For Scan To, touch **Favorites** or **Address Book** to enter saved email addresses.

Use the Address Book or Favorites to enter saved email addresses.



Change the settings as needed.



Press **Start**.





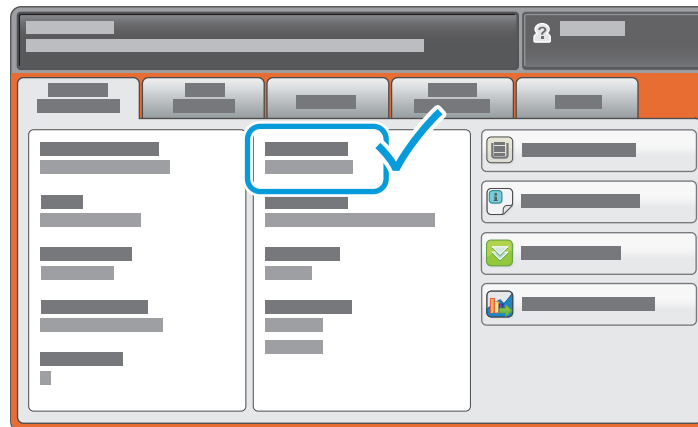
# Retrieving Scan files

To retrieve your scanned images from the `_PUBLIC` folder, use CentreWare Internet Services to copy the scan files from the printer to your computer. You can also use CentreWare Internet Services to set up personal mailboxes and workflow scanning templates. For details, see the *User Guide*.

1

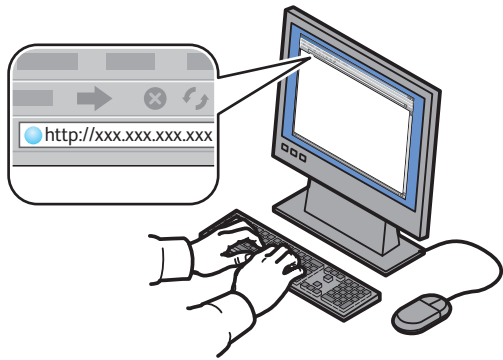


Note the printer IP address on the touch screen.

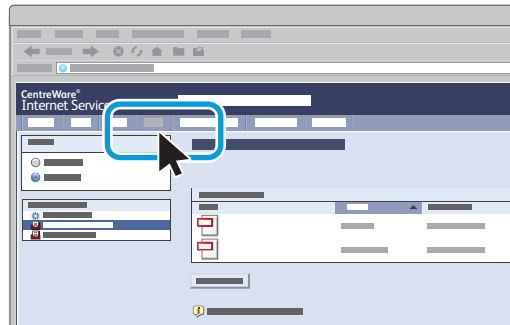


If the IP Address does not show in the upper left corner of the touch screen, press **Machine Status** and check the information field.

2



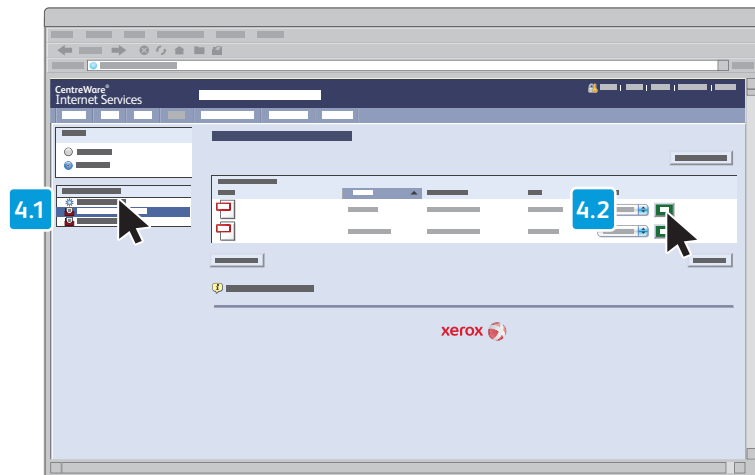
3



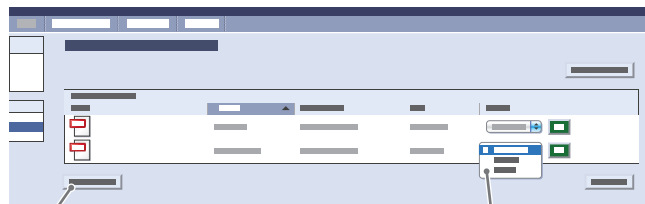
Type the printer IP address in a Web browser, then press **Enter** or **Return**.

Click the **Scan** tab.

4



Select the **Default Public Folder**, then click **Go** to download the scan.



Click **Update View** to refresh the list.

Select **Download** to save the file to your computer.

Select **Reprint** to print the saved file again.

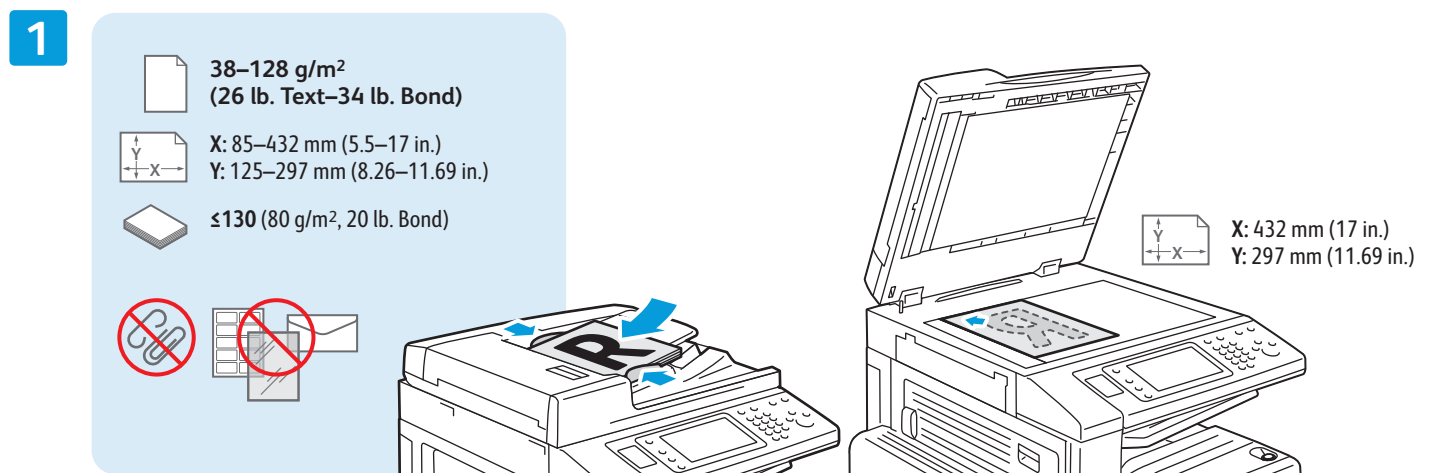
Select **Delete** to permanently remove the stored job.

## Faxing

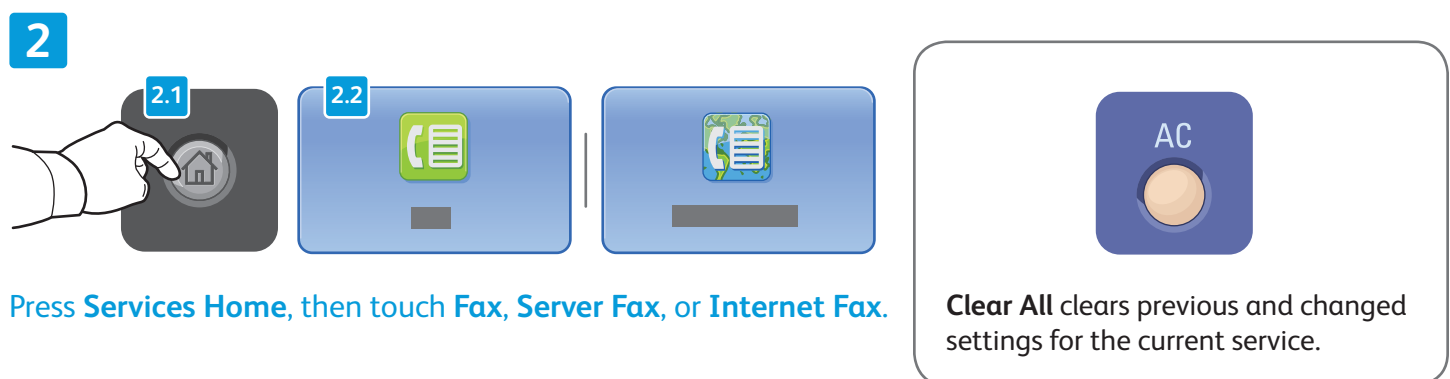
You can send a fax in one of four ways:

- **Embedded Fax** scans the document and sends it directly to a fax machine.
- **Server Fax** scans the document and sends it to a fax server, which transmits the document to a fax machine.
- **Internet Fax** scans the document and emails it to a recipient.
- **LAN Fax** sends the current print job as a fax.

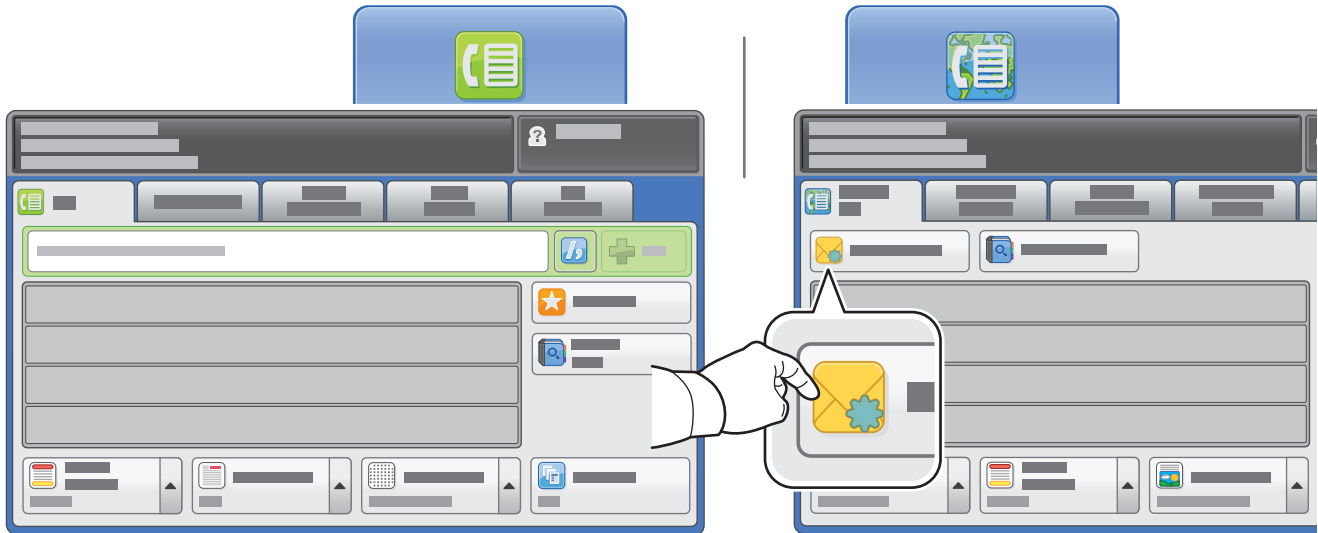
For details, see the *Faxing* chapter in the *User Guide*. For details about LAN Fax, see the print driver software. For details about fax setup and advanced settings, see the *System Administrator Guide*.



Load the original.



3

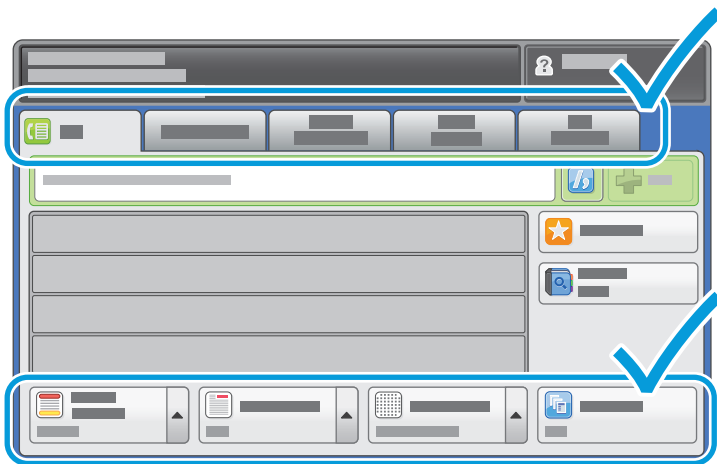


For fax numbers, use the alphanumeric keypad to enter fax numbers. Touch **Dialing Characters** to insert special characters. Touch **+Add** to add additional numbers.

For Internet Fax email addresses, touch **New Recipient**, then enter the address using the touch screen keypad. Touch **+Add** to add addresses to the list, then touch **Close**.

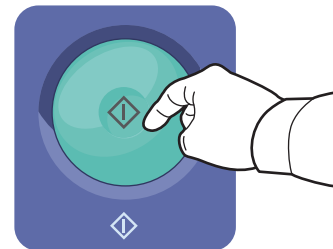
Use the Address Book or Favorites to enter stored numbers or email addresses.

4

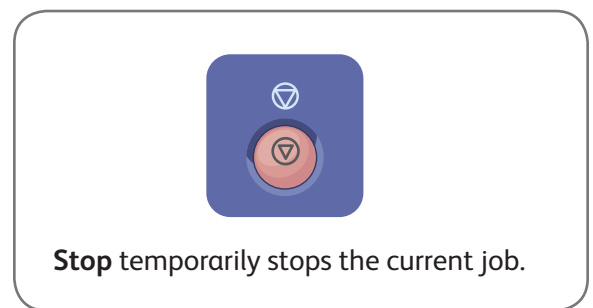


Change the settings as needed.

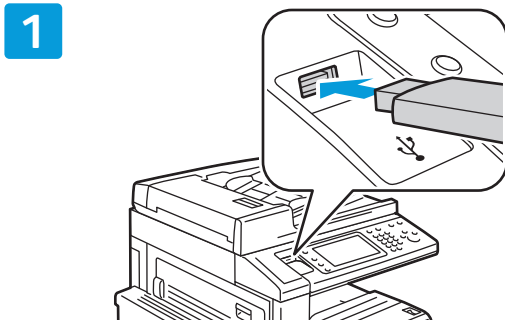
5



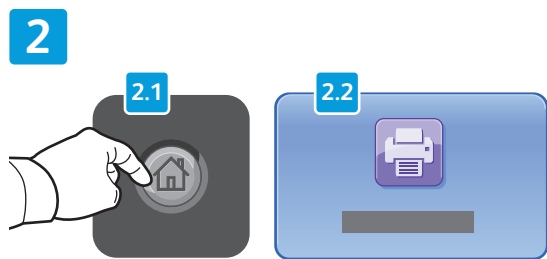
Press **Start**.



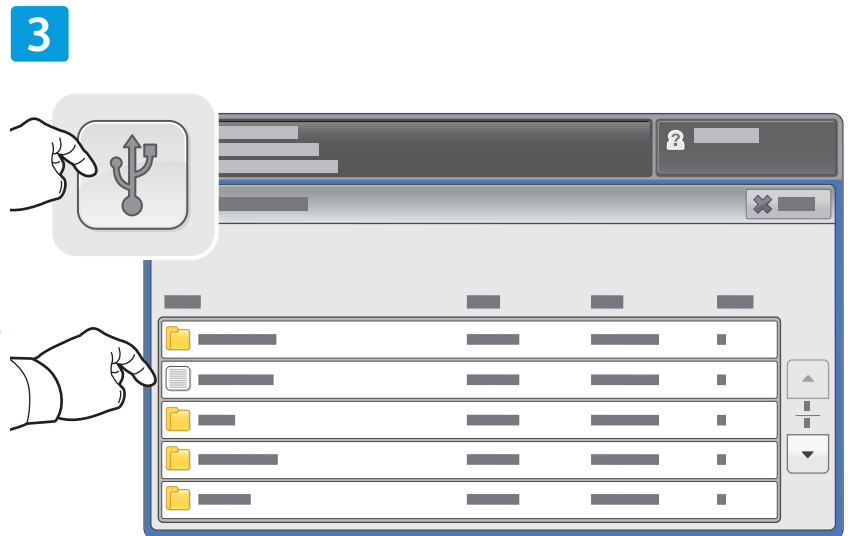
You can print .pdf, .tiff, .ps, and .xps files directly from a USB Flash drive. For more information, see the *Printing* chapter in the *User Guide* located on your *Software and Documentation* disc or online. To set up this feature, see the *System Administrator Guide*.



Insert USB Flash drive in the USB port

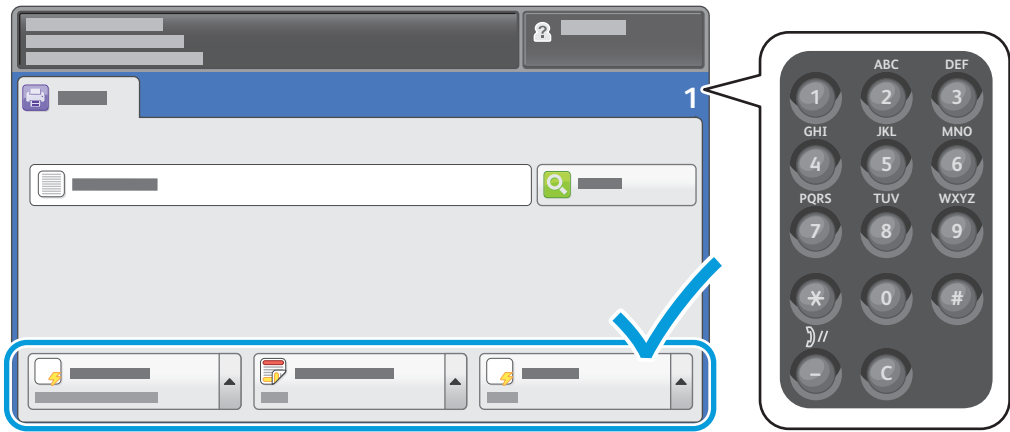


Press **Services Home**, then touch **Print From**.



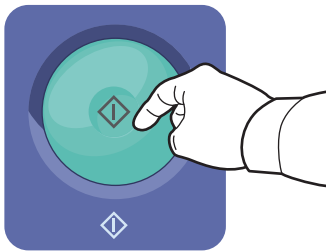
Touch **USB drive**, then select a file or folder.

4



Once the desired file is selected, adjust the job quantity and select desired print settings.

5



Press **Start**.



**Stop temporarily** stops the current job. Follow the onscreen message to cancel or resume your job.



**Interrupt Print** pauses the currently printing job to run a more urgent job.