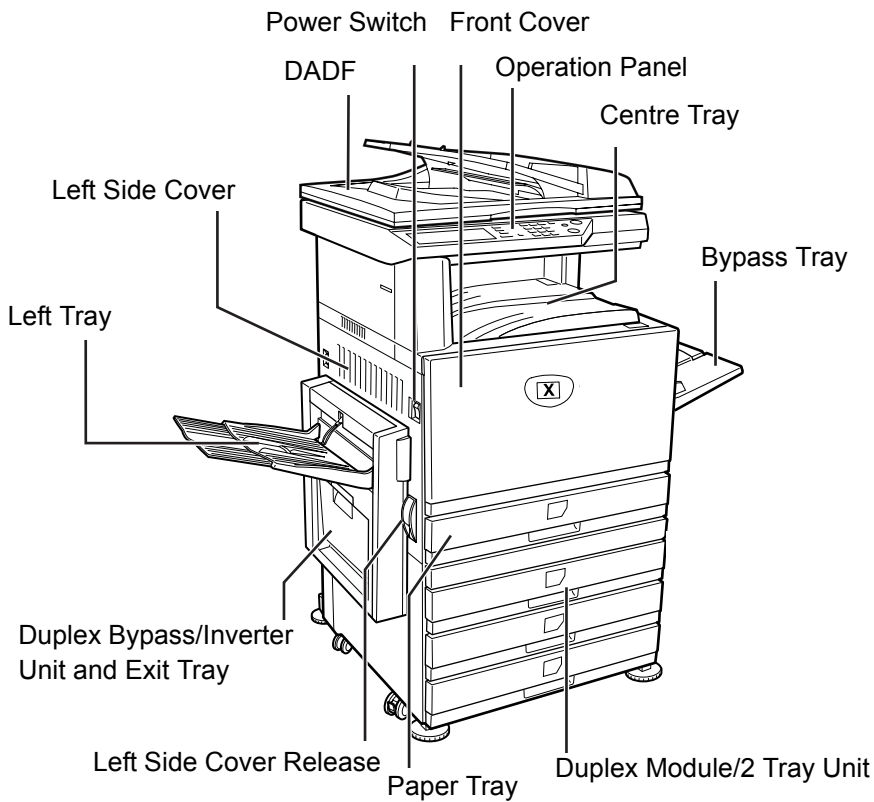


Xerox WorkCentre C226

Quick Start Guide



Welcome to Your Machine

Thank you for choosing the *Xerox WorkCentre C226*.

To support the delivery of your new machine please refer to the following:

- *Quick Start Guide*
- *User Guide*
- *System Administration Guide*
- The Xerox web site **<http://www.xerox.com>**

The following pages contain an overview of the main features to help you get started. If you require more detailed information about any of the features available on your machine, please refer to the *WorkCentre C226 User Guide*.

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Unpacking

Installation Requirements

Improper installation may damage this product. Please note the following during initial installation and whenever the machine is moved.

1. The machine should be installed near an accessible power outlet for easy connection.
2. Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded.

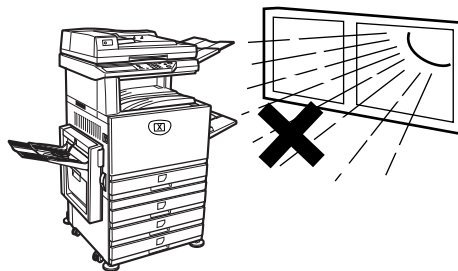
For the power supply requirements, see the name plate on the main unit.

3. Do not install your machine in areas that are:

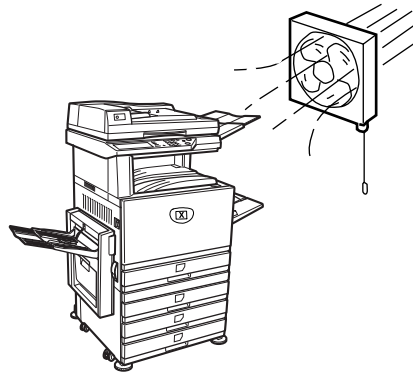
➤ damp, humid, or very dusty



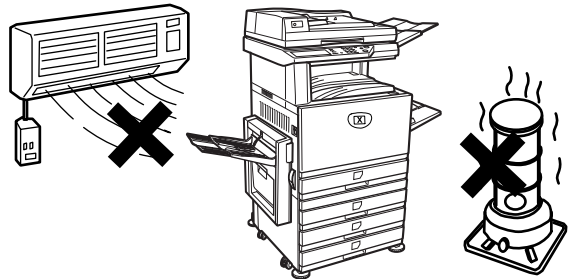
➤ exposed to direct sunlight



➤ poorly ventilated

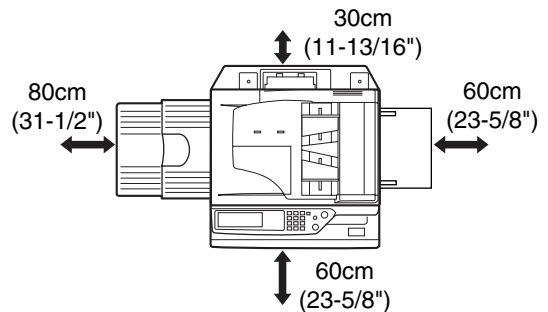


➤ subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.



4. Be sure to allow the required space around the machine for servicing and proper ventilation.

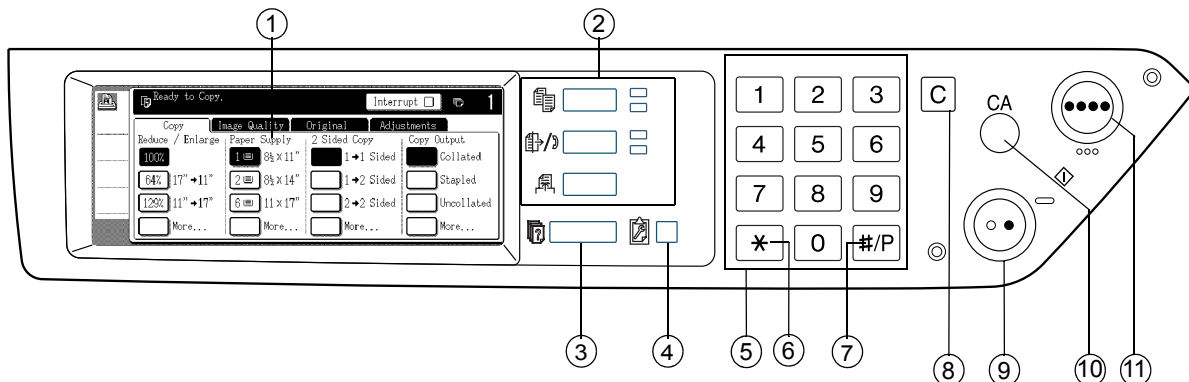
A small amount of ozone is produced within the copier during operation. The emission level is insufficient to cause any health hazard.










NOTE: The present recommended long term exposure limit for ozone is 0.1 ppm (0.2 mg/m³) calculated as an 8 hr. time-weighted average concentration.

However, since the small amount that is emitted may have an objectionable odour, it is advisable to place the machine in a ventilated area.

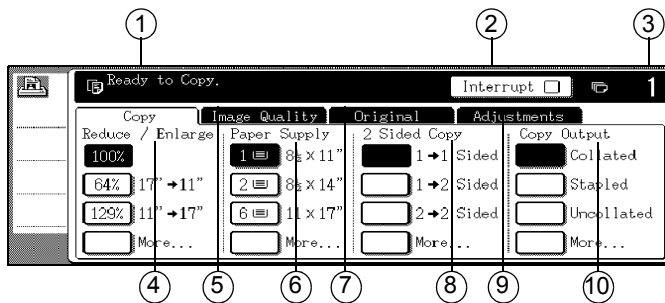
Operation Panel Overview




Item	Description
1. Touch panel	Displays the machine status, messages and touch keys.
2. Mode select keys and indicators	Use to change modes and the corresponding display on the touch panel.
 [Copy] key	Press to select the copy mode.
 [Scan/Fax] key	Press to switch the display between network scanner mode and fax mode.
 [Print] key	Press to enter the printer mode.
3.  [Job Status] key	Press to display the current job status.
4.  [Machine Administration] key	Use to adjust the contrast of the touch panel or to set key operator programmes.
5. Numeric keys	Use to enter number values for various settings.
6. [*] key	Used when you select the copy, network scan, and fax functions.

Item		Description
7.	[#/P] key	Used as a programme key when using the copy function, and to dial when using the fax function.
8.	[C] Clear key	Used in copy mode, network scanner mode, and fax mode.
9.	 [Black Copy Start] key	Used to make black and white copies, to scan a black and white original in scan mode, and to scan an original to be faxed in fax mode.
10.	[CA]Clear All key	Used in copy mode, scan mode, and fax mode.
11.	 [Colour Copy Start] key	Used to make full-colour or single-colour copies and to scan a colour original when the network scanner function is used.

Main Screen of Copy Mode

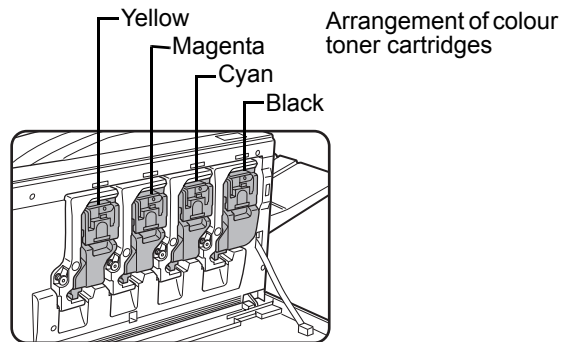
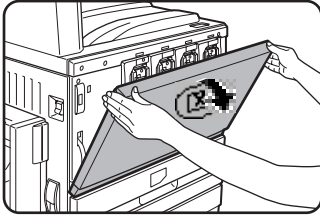


Item	Description
1. Message display	Basic status messages are displayed here.
2. [Interrupt] key display area	When interrupt copy is available, the [Interrupt] key is displayed here. When an interrupt copy job is being run, a [Cancel] key is displayed here to be used for cancelling the interrupt copy job.
3. Copy quantity display	Displays the selected number of copies before the [Start] key is pressed or the number of remaining copies after the [Start] key is pressed.
4. Reduce/Enlarge display	Use to select the copy ratio.
5. Image Quality tab	Touch to adjust the image quality.
6. Paper Supply display	Use to select the paper size. The display shows the location of the paper trays, the size of the paper in the trays and the approximate amount of paper loaded in each tray (indicated by ).
7. Original tab	Touch this tab to manually enter the original size.
8. 2 Sided Copy display	Use to select the duplex copy mode setting.
9. Adjustments tab	Touch to display the Adjustments screen.
10. Copy Output display	Use to select Collated, Stapled, and Uncollated.

Installing Cartridges

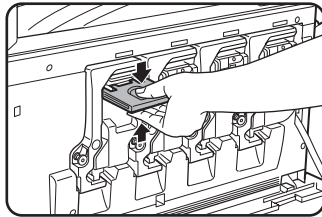
1

Open the front cover.



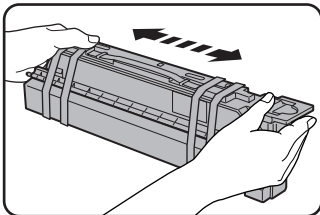
2

Lift the cartridge lock lever toward you.



3

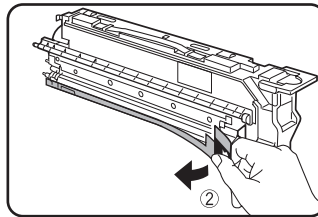
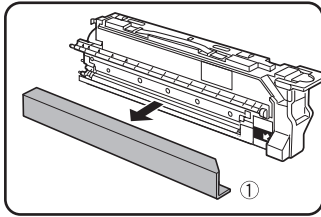
Remove a new toner cartridge from the package and shake it horizontally five or six times.



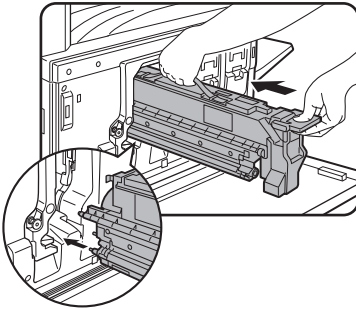
Shake the toner cartridge well to ensure that the toner flows well and will not stick to the inside of the cartridge.

4

Remove the protective material from the new toner cartridge.

**5**

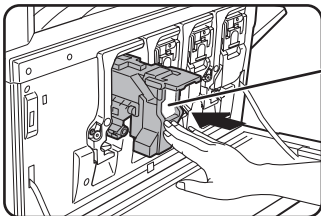
Insert the new toner cartridge.



Align the insert holes as shown and then push the cartridge in.

6

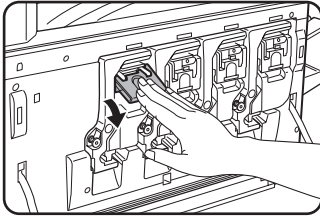
Push the cartridge in until it locks securely in place.



Do not push the white area shown in the illustration. The lock lever may come down.

7

Return the cartridge lock lever.

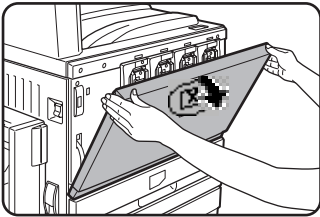


8

Repeat steps 2 - 7 for the other three cartridges.

9

Close the front cover.



CAUTION: Do not throw the toner cartridge into a fire. Toner may fly and cause burns.

CAUTION: Store toner cartridges out of the reach of small children.

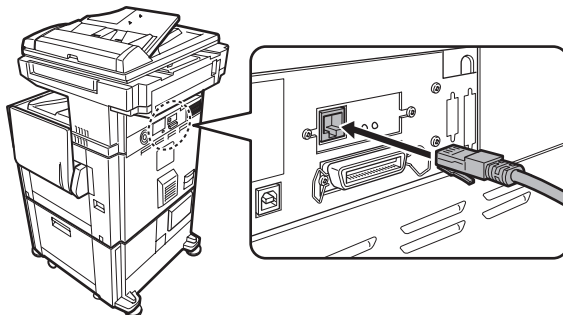
Making Connections

Use these instructions to make the connections required to install the machine.

1

Connection with a network connector

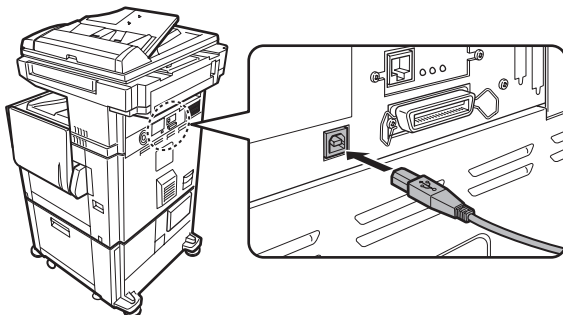
Use a shielded network cable.



2

Connection with a USB cable

Use a shielded USB cable that complies with the USB1.1 standards.



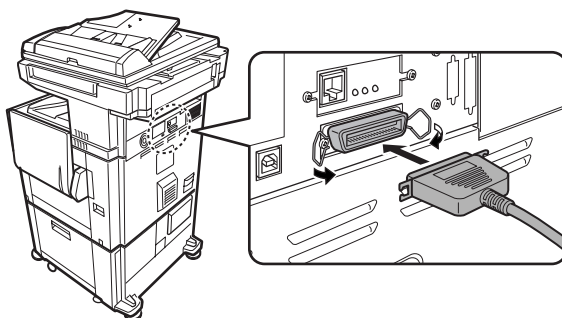
3

Connection with a parallel interface cable

Use a shielded parallel interface cable that complies with the following standard:

IEEE-STD-1284-1994 ECP.

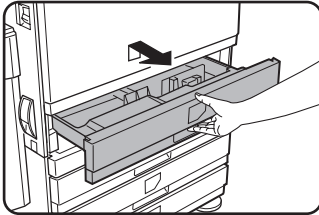
Connector type (on machine):
36-pin DDK 57LE-40360-730B
(D29) female connector.



Loading Paper

1

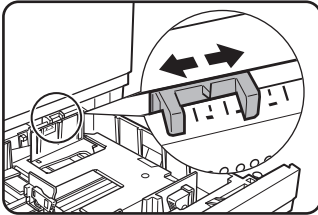
Pull out the desired paper tray.



Gently pull the tray out until it stops.

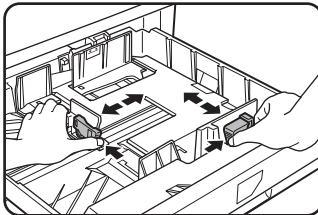
2

Adjust the paper size slide to the paper size.



3

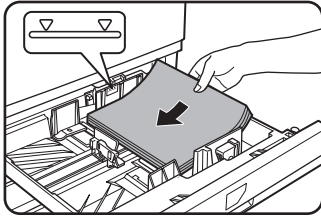
Adjust the guide plates A and B.



Squeeze the lock levers and slide the guides to the paper size to be loaded.

4

Load paper into the tray.




Load a stack of paper no higher than the indicator line.

5

Gently push the tray firmly all the way into the machine.

Setting the Paper Size

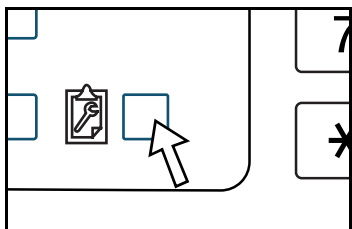
- Press the  [Machine Administration] key.
- Touch the [Paper Tray Settings] key.
- Select the paper tray.
- Select the type of paper that was loaded in the tray.
- Touch the [OK] key.

Machine Administration

Use the following instructions to customise your machine to meet your individual requirements.

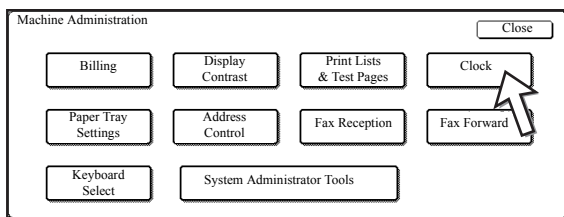
1

Press the [Machine Administration] key.



2

Touch the desired key to display its setting screen.



3

Use the Machine Administration Options table on page 17 to customise the settings to meet your requirements.

4

Touch the [Close] key.

Machine Administration Options

The following table lists all the Machine Administration options available, the setting choices for each option and a description of each option. Use the instructions on page 16 and the information below, to customise the machine settings to meet your individual requirements.

<i>Option</i>	<i>Settings</i>	<i>Description</i>
<i>Billing</i>	N/A	Displays the machine serial number, and lists the total colour and total black impressions.
<i>Display Contrast</i>	Lighten/Darken	Used to adjust the contrast of the operation panel display.
<i>Print Lists & Test Pages</i>	Print Test Pages Fax Address List E-Mail Address List	Used to print a list of machine settings.
<i>Clock</i>	Date Format Daylight Savings Time	Used to set the date and time of the built-in machine clock.
<i>Paper Tray Settings</i>	Print, Copy, Fax Auto Tray Switching	Used to set the paper type, paper size and automatic tray switching for each tray.
<i>Address Control</i>	Fax: New Address/ Program, Custom Index, F-Code Mailbox Scanner: New Address, Custom index, E-Mail Sender	Used to store fax destinations (fax numbers), groups, memory boxes, and user indexes. If the network scanner function is available, e-mail addresses, user indexes, and scanner senders can also be stored.

Option	Settings	Description
<i>Fax Reception</i>	Auto Reception Manual Reception	Used to configure fax reception settings (auto/manual).
<i>Fax forward</i>	n/a	Faxes received to memory can be forwarded to another destination.
<i>Keyboard Select</i>	Keyboard 1: QWERTY Keyboard2: AZERTY Keyboard 3: ABCDEF	When using the fax function or network scanner function, you can switch the arrangement of the letter keys in the display keyboard used for storing and editing destinations in the English character entry screen.
<i>System Administrator Tools</i>	Account Administration Energy Saver Display Settings Configuration Control Copy Defaults Printer Selections Network Scanner Settings Fax Selections Print Lists & Test Pages Tools Access Code Change	Used to access programmes used by the System Administrator to configure machine settings.

Installing the Printer Driver and Utilities

The procedures for installing the printer driver and utilities required for use of the machine as a printer are explained in the WorkCentre C226 User Guide and System Administration Guide.

There are two ways of installing the printer driver: using the installer on the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD-ROM, and using the "Add printer wizard".

To print from a Macintosh environment, the optional PS Kit is required.

Installation using the installer

The software programmes installed and the steps for installation vary depending on the version of Windows you are running and the type of connection to your computer. Refer to the table below, select the installation method that matches your environment, then perform the appropriate steps on the pages that follow.

Windows version Type of connection to printer		
	Windows XP/ Server 2003	Windows 2000 Windows Me Windows 98
LAN cable connection	Do steps 1, 2 or 3 or 4, & 8	
USB cable connection	Do steps 1, 5, & 8	Do steps 1, 6, & 8
Parallel cable connection		Do steps 1, 7, & 8

Windows 95 and Windows NT 4.0 are not supported.



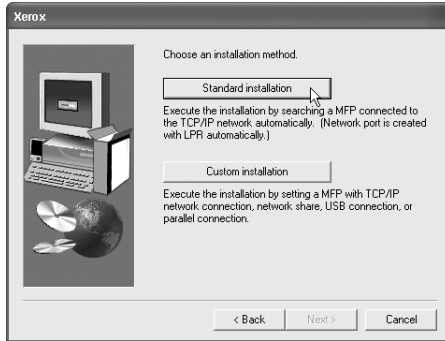
Insert the CD

- Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD into your CD drive.
- If the CD does not start automatically, go to the *Start* menu, select [Run] and browse to the CD drive. Select [Setup] and click [OK] or [Open] to start the installation procedure.
- Make sure you understand the contents of the licence agreement, then click [Next].
- Do one of the following install procedures to perform a standard or custom installation.

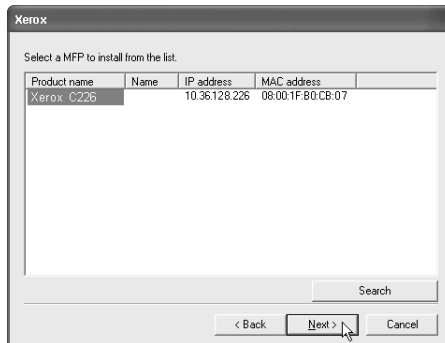
2

Installing the printer driver (standard installation)

- Click [Standard installation].



The printers that are connected to the network are found. Select the machine and click [Next].



- Read the contents of the confirmation window, then click [Next].
- Select the printer driver being installed as the default printer and click [Next].
- Check the contents of the window and click [Next].

NOTE: When you are using Windows 2000/XP/Server 2003

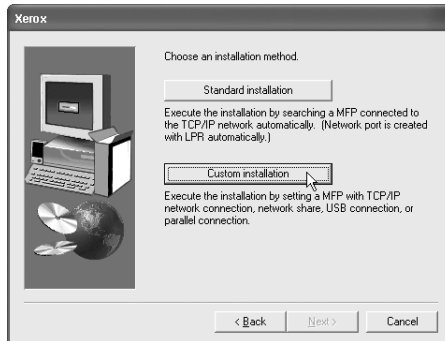
If a warning message regarding the Windows logo test or digital signature appears, be sure to click the [Continue Anyway] or [Yes] button.

- When the finish setup window appears, click [OK].
- Click [Close].

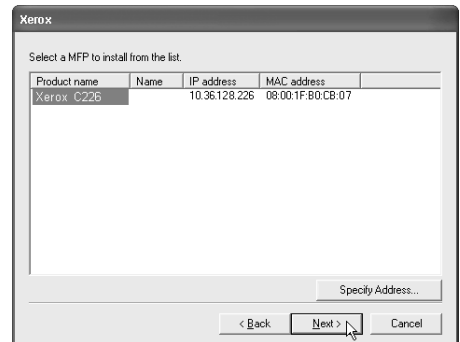
3

Installing the printer driver (custom installation)

- Click the [Custom installation] button.



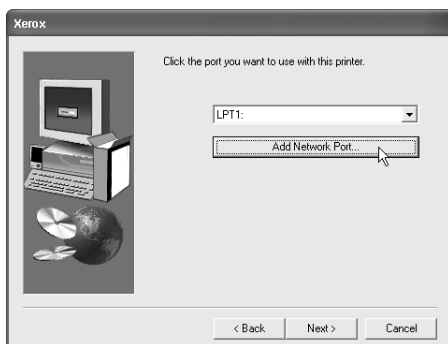
- Select [LPR Direct Print] and click [Next].
- The printers that are connected to the network are found. Select the machine and click [Next].
- To specify the IP address, click [Specify Address], enter the IP address, and click [Search].
- Read the contents of the confirmation window and click [Next].
- Select the printer driver being installed as the default printer and click [Next].
- When the printer name window appears, click [Next].
- If you are asked to install the display font, select an answer and click [Next].
- Check the contents of the window and click [Next].
- When the finish setup window appears, click [OK].
- Click [Close].



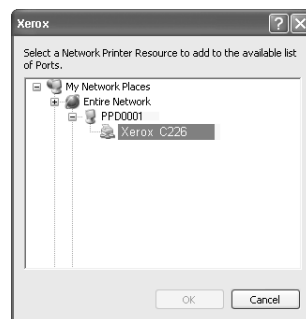
4

To use the machine as a shared printer via a server

- Click the [Custom installation] button.
- Select [Shared Printer] and click [Next].
- Click [Add Network Port].



- Select the shared network printer and click [OK].
- In the printer port selection window, verify the shared network printer and click [Next].
- Select the model that you are using and click [Next].

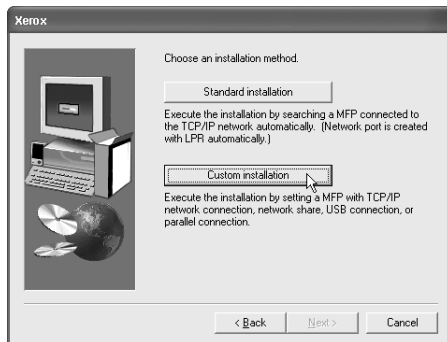


- Select the printer driver being installed as the default printer and click [Next].
- When the printer name window appears, click [Next].
- If you are asked to install the display font, select an answer and click [Next].
- Check the contents of the window and click [Next].
- When the finish setup window appears, click [OK].
- Click [Close].

5

To Install the software in Windows XP/Server 2003 (USB/parallel interface)

- Click the [Custom installation] button.

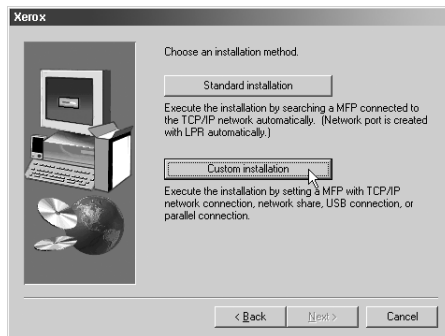


- Click [Connected to this computer], then click [Next].
- Select the display font, and click [Next].
- Follow the on-screen instructions to install the printer driver. When the finish setup window appears, click [OK].
- Click [Close].
- When the message "Now connect the interface cable to the PC" appears, click [OK].
- Connect the machine to your computer with an interface cable.
For a USB cable, make sure the machine power is turned on then connect the cable.
For a parallel cable, turn off both the machine power and the computer power, then connect the cable. Turn the machine power on first then turn on your computer.
- In the "Found New Hardware Wizard" select "Install the software automatically (Recommended)" and click [Next]. Follow the on-screen instructions to install the printer driver.

6

To Install the software in Windows 98/Me or Windows 2000 (USB interface)

- Click the [Custom installation] button.

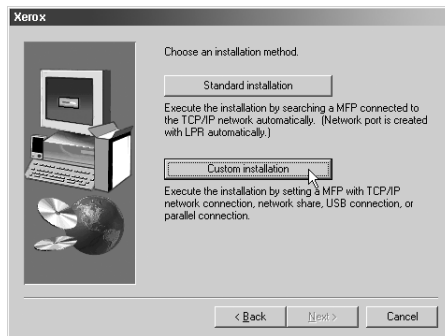


- Click [Connected to this computer], then click [Next].
- Select the [USB] interface and click [Next].
- Select the display font, and click [Next].
- Follow the on-screen instructions to install the printer driver. When the finish setup window appears, click [OK].
- When the finish installation window appears, click [Close].
- When the message "Now connect the interface cable to the PC" appears, click [OK].
- Make sure that the machine power is turned on and connect the machine to your computer with a USB cable.
- Follow the instructions in the plug and play window to install the printer driver.

7

To Install the software in Windows 95/98/Me or Windows NT 4.0/2000 (Parallel interface)

- Click the [Custom installation] button.



- Click [Connected to this computer], then click [Next].
- Select the [Parallel] interface and click [Next].
- Select [LPT1] for the printer port, and click [Next].
- Select the model you are using and click [Next].
- Check the contents of the window and click [Next].
- Select the printer driver being installed as the default printer and click [Next].
- Enter the desired printer name and click [Next].
- Select the display font, and click [Next].
- Follow the on-screen instructions to install the printer driver. When the finish setup window appears, click [OK].
- When the finish installation window appears, click [Close].
- When the message "Now connect the interface cable to the PC" appears, click [OK].
- Turn off both the machine power and the computer power and then connect the parallel cable. Turn the machine power on first and then turn on your computer.



Test Print

To ensure the *Xerox WorkCentre C226* has been installed correctly a test print should be submitted from the Workstation.

Installation of the printer driver using the "Add printer wizard"

Installation of the printer driver using the "Add printer wizard" is performed using basic Windows procedures.

- Start Windows.
- Insert the WorkCentre C226 PCL Print Drivers and Printer/Network Setting Utilities CD into your CD drive.
- Click the [start] button, click [Control Panel], click [Printers and Other Hardware], and then click [Printers and Faxes].
- Click [Add a printer] in [Printer Tasks].
- Follow the on-screen instructions.




Uninstalling Printer Drivers and Printer Utilities

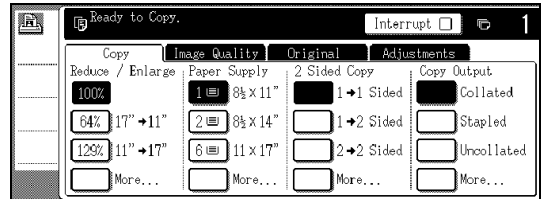
When uninstalling a printer driver that was installed using the Add Printer wizard, select "Printers" from "Control Panel", right-click the printer to be deleted and select [Delete]. When uninstalling a printer driver that was installed using the installer, the Xerox Printer Administration Utility or the Xerox Print Status Monitor, select "Add/Remove Programs" from "Control Panel". Use the Windows standard operation for each case.

Using the Machine

1


Making Copies

- Place the originals in the DADF tray, or position an original on the document glass.
- Press the  [Copy] key.
- Select the desired Reduce/Enlarge setting.
- Select the Paper Supply setting.
- Select the 2 Sided Copy setting.
- Select the desired Copy Output.
- Select the desired Image Quality.
- Ensure that the size of the Original is set correctly.
- Select the desired Adjustments.
- Use the [Numeric Keys] to enter the desired number of copies.
- Press the  [Colour Copy Start] or  [Black Copy Start] key.



2




Printing

- Press the  [Print] key to display the printer basic screen.
- Select the desired data.
- Use the [Numeric Keys] to enter the 5-digit password.
- Enter the desired number of prints.
- Touch the [Print and Delete the Data] key or [Print and Save the Data] key.





3

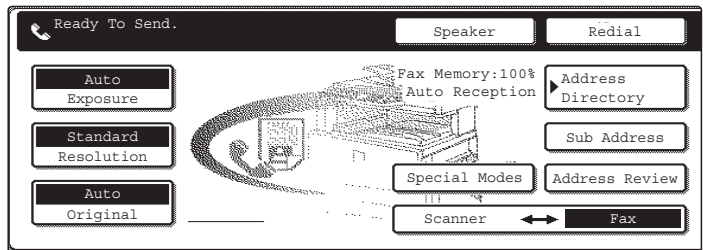
Sending an E-mail

- Touch the  [Scan/Fax] key to enter scanner mode (light on).
- Load the original.
- Check the original size.
- If needed, touch the [Resolution] key to adjust the resolution setting.
- If needed, touch the [Image Quality] key to adjust the exposure setting.
- If needed, touch the [File Format] key to select the file format.
- Touch the [Sender List] key.
- Touch a key to select a sender.
- Touch the [OK] key.
- Touch the [Address Book] key.
- Touch the one-touch key for the desired destination.
- Press the  [Colour Copy Start] or  [Black Copy Start] key.

4

Sending a Fax

- Touch the  [Scan/Fax] key to enter fax mode.
- Load the original.
- Touch the [Original] key to specify the original size.
- If needed, touch the [Resolution] key to adjust the resolution setting.
- If needed, touch the [Image Quality] key to adjust the exposure setting.
- Use the [Numeric Keys] to enter the fax number.
- Press the  [Black Copy Start] key to dial the fax number.




Further Assistance

If you need assistance during or after product installation, please visit the Xerox web site for on-line solutions and support.

<http://www.xerox.com>

If you require further assistance, call our experts at the *Xerox Welcome Center*, or contact your local representative. When telephoning please quote the machine serial number. Use the space below to make a note of the machine serial number:

To view the machine serial number, press the  [Machine Administration] key on the Operation Panel, then touch the [Billing] key.

The *Xerox Welcome Center* or local representative telephone number is provided when the machine is installed. For convenience and future reference, please record the telephone number in the space provided below:

Xerox Welcome Center or local representative Telephone Number
