Xerox WorkCentre Pro 412
Quick Start Guide

610E35560

Scan Module Connector

Automatic Document Feeder

Document Guides

Document Input Tray

Document Output Tray

Document Cover

Document Glass

USB Connector

Telephone Connections:
EXT.
LINE

Parallel Connector

AC Power Cord Connector

Side Cover

Bypass Tray

Release Latch

Front Cover

Paper Cassette

Scanner Module

Control Panel
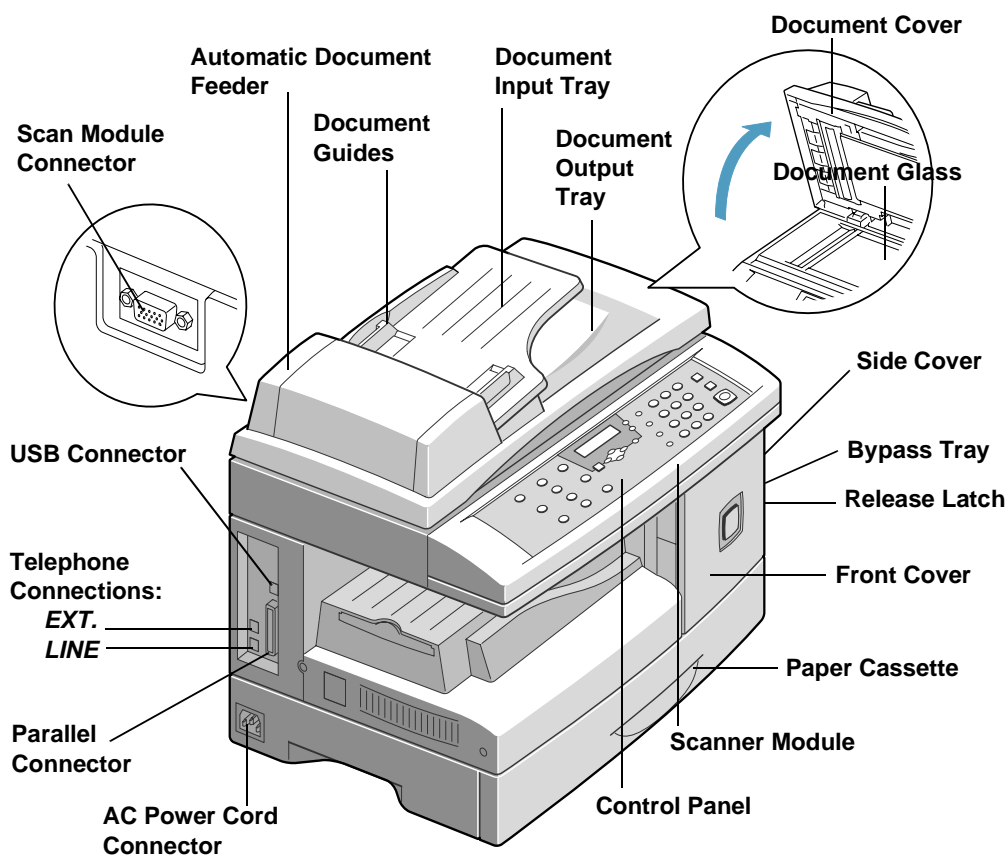
THE DOCUMENT COMPANY
XEROX

Welcome to your WorkCentre Pro 412....

Thank you for choosing the Xerox WorkCentre Pro 412.

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

- ➢ *Quick Start Guide*
- ➢ *Installation Sheet*
- ➢ *Customer Documentation CD for use by End Users/Key Operators*
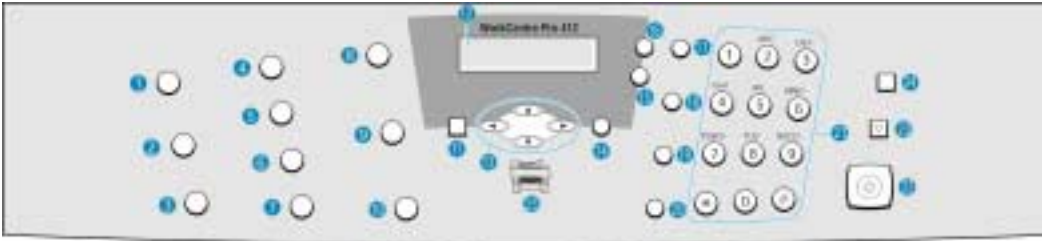
The following pages contain an overview of the main features to help you get started. If you require more detailed information about any of the features available on your WorkCentre Pro 412, please refer to the enclosed CD which contains viewable print ready files of the complete documentation suite that supports your machine. Copy these documents onto your server to provide your users with easy access.

	Key	Function
1	Pause PC Printing	Use to pause a print job
2	Reports	Use to display a list of available reports for printing
3	2-Sided Copy	Use to make one or two-sided copies
4	Output	Use to collate outputs in copy mode
5	Reduce/ Enlarge	Use to reduce or enlarge the image
6	Lighten/ Darken	Use to adjust image contrast level
7	Paper Supply	Use to select the required paper supply source
8	Resolution	Use to adjust the resolution or sharpness for Fax and Scan jobs
9	Original Type	Use to select the type of original being scanned
10	Scan Options	Use to select COLOR, B&W or GRAY mode for scanning In Fax mode, B&W or COLOR mode is selectable
11	Mode Key	Use to select the required Mode, COPY, FAX or SCAN
12	LCD	Shows the current status and guides the user through various tasks

	Key	Function
13	Navigation Keys	Use to navigate the menu list vertically and horizontally
14	Select	Saves a current selection
15	Job Status	Displays current job status and pending jobs
16	Menu/Exit	Use to enter or exit Menu mode
17	Manual Group	Use to send a fax job to multiple destinations
18	Manual Dial	Use for manual dialing
19	Speed Dial	Use to enter a 2 digit Speed Dial number which has been stored in the machine's phone book memory
20	Pause/ Redial	Use to redial the last phone number called or to add a pause
21	Numeric Keypad	Use to enter characters, or to choose special functions in conjunction with the Menu button
22	Start	Use to start a job
23	Stop	Use to stop an operation
24	Clear/ Clear All	Use to clear selections and entries
25	Machine Graphic	Illuminates when a system error occurs

Making connections....

1 *If required, connect your answering machine and/or telephone to the EXT jack and connect the telephone line cord from the wall jack to the LINE jack.*
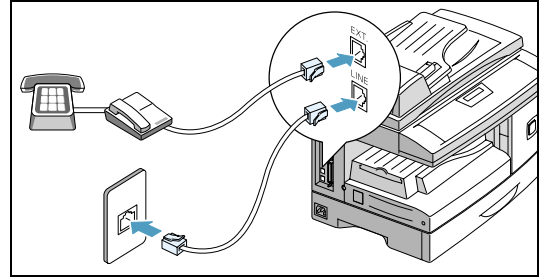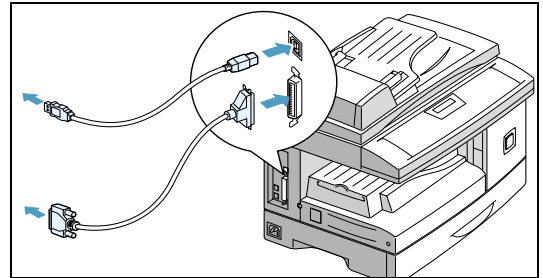
2 **CAUTION: Shut down your computer before connecting the cable.**
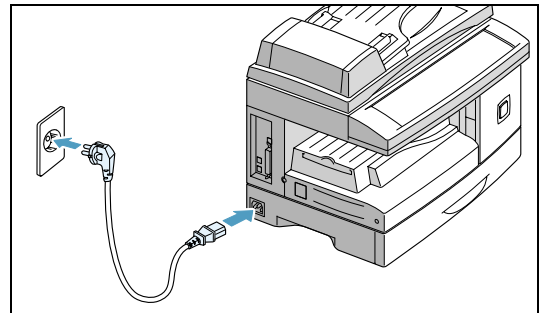
Connect the USB Cable directly to your computer.

OR

Connect a Parallel Port Cable (sold separately).
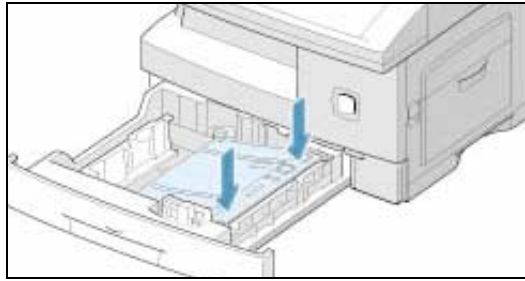
3 **CAUTION: Pull the scan unlock switch toward you to unlock the scanner before connecting the power.**

Connect the AC Power Cord to your machine and a power outlet. When plugged in, the WorkCentre Pro 412 is switched on.

Loading paper....

1 *Pull open the paper cassette and push down on the pressure plate until it locks into position.*

2 *Adjust the rear paper guide to the required paper length.*
To load a different size paper, lift and insert the rear guide into the corresponding position. Fan the paper and insert into the cassette.

Rear Guide
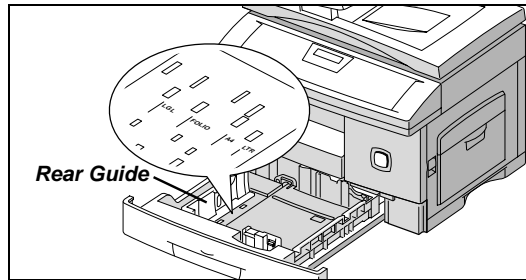
3 NOTE: Ensure the paper corners are under the snubbers and do not fill above the max fill line.

While squeezing the side guide, move it toward the stack of paper until it gently touches the stack and then close the paper cassette.

Max Fill Line

Snubbers

Side Guide
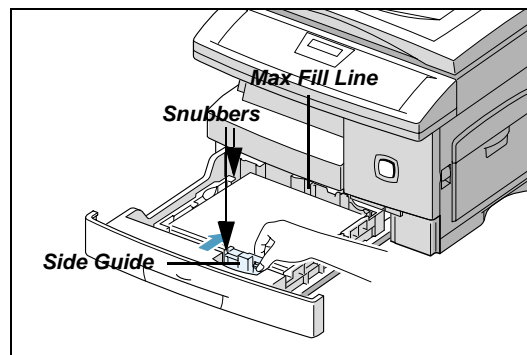
Setting the language....

1   **Press [Menu/Exit] on the control panel. The display shows the first menu 'SYSTEM DATA'.**

2   **Scroll to the 'SYSTEM SETUP' menu by pressing ▼ repeatedly, then press [Select].**

3   **Scroll to the 'SELECT LANGUAGE' option by pressing ▼ repeatedly.**

4   **Using the ◄ and ► navigation keys, select the required language option and press [Select]. The language will change to the required setting.**

5   **Press [Menu/Exit] to exit.**

Installing software....

1

Switch on your PC and start Windows.

NOTE: If a window appears concerning New Hardware, select Cancel.

2

Insert the Setup CD into the CD-ROM drive of your PC. If the Xerox screen appears automatically, go to step 4.

3

From the Start menu, select [Run]. Type D:\XINSTALL.EXE (where "D" is the letter of your CD-ROM drive), then click [OK].

4

Follow the on-screen instructions to complete the software installation.

5

After installing all of your software, reboot your PC. For Windows 95/98, upon restart eject the CD.

Making copies....

1 *Ensure the LCD displays 'READY TO COPY'. If not, press the [Copy/Fax/ Scan] Key repeatedly until COPY MODE displays and press [Select].*

Copy/Fax/Scan Key
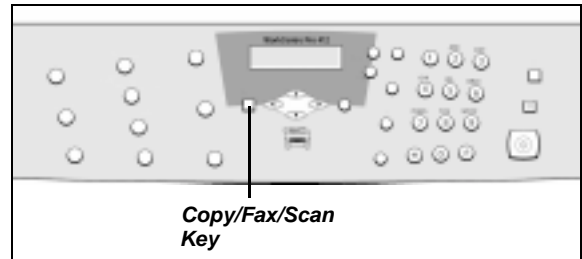
2 *Load the originals using the automatic document feeder or the document glass.*

or
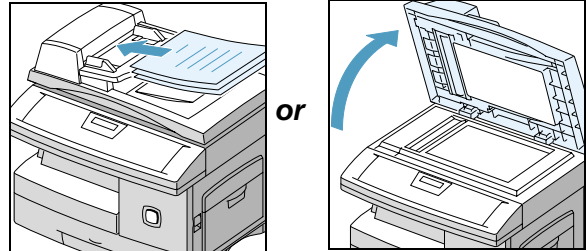
3 *Select Copy features, enter the copy quantity required and press [Start].*

Start Key
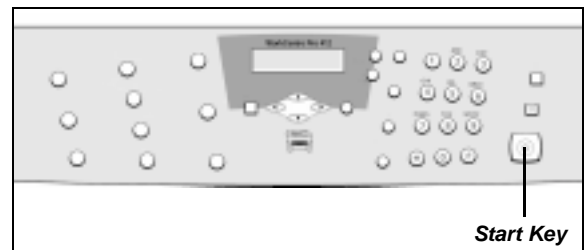
Copy features include....

- ➢ *Lighten/Darken*
- ➢ *Original Type*
- ➢ *2-Sided Copy*
- ➢ *Reduce/Enlarge*
- ➢ *Output*

Printing from an application....

The following steps describe the typical process to print from a Windows environment. Steps may vary depending on the application being used.

1   **Ensure that your WorkCentre Pro 412 is properly connected to the computer, the machine is powered on, and there is paper loaded.**

2   **Verify that you have installed the printer driver software for your machine.**

3   **Start the program you are using to create the document, and create or open the document you want to print.**

4   **Choose [Print] or [Page Setup] from the File menu. Ensure the WorkCentre Pro 412 is selected as your default printer. Make any programming adjustments that are appropriate for printing your document.**

5   **Click [OK] to close the Properties dialog box. After making any necessary changes to the printing parameters, click [OK] to start the print job.**

Sending a fax....

**1** *Load the originals using the automatic document feeder or the document glass.*
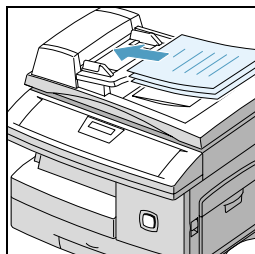
or
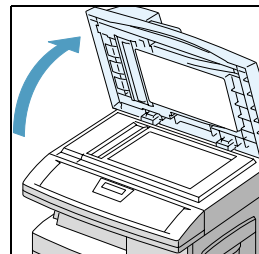
2 *Ensure the LCD displays the date and time. If not, press the [Copy/Fax/Scan] Key repeatedly until FAX Mode displays and press [Select].*

Copy/Fax/Scan Key
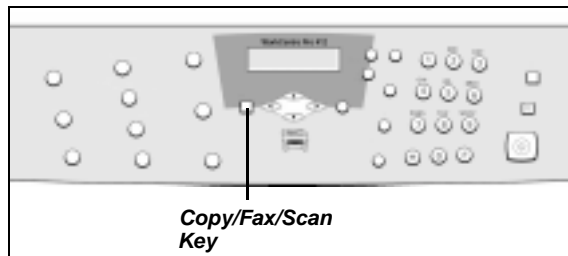
3 *Select Fax features, enter the fax number and press [Start].*

Start Key

Fax features include....

> ➤ *Resolution*
> ➤ *Scan Options*
> ➤ *Original Type*
> ➤ *Lighten/Darken*

Scanning a document to a file....

1 *Load the originals using the automatic document feeder or the document glass.*

or
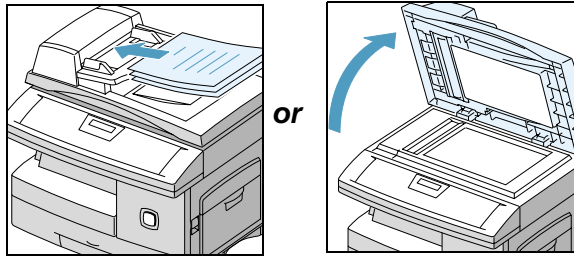
2 *Ensure the ScanToPC Program is running. Click the Windows Start button then select Programs>Xerox WorkCentre Pro 412>ScanToPC*

3 *Ensure the LCD displays READY TO SCAN. If not, press the [Copy/Fax/Scan] Key repeatedly until SCAN MODE displays and press [Select].*

4 *Select Scan features and press [Start].*

Scan features include....

- ➢ *Resolution*
- ➢ *Scan Options*
- ➢ *Original Type*
- ➢ *Lighten/Darken*
- ➢ *Reduce/Enlarge*

Using ControlCentre 5.0....

When you install Xerox WorkCentre Pro 412 software, Xerox WorkCentre Pro 412 ControlCentre 5.0 utility is automatically installed. Use the following instructions to run ControlCentre 5.0:

1   **Click the [Start] button on your desktop computer.**

2   **From Programs, select [Xerox WorkCentre Pro 412], then [ControlCentre 5.0]. The Xerox WorkCentre Pro 412 ControlCentre 5.0 screen appears.**

**3**   **To exit ControlCentre 5.0, click the [Exit] button in the bottom of each tab screen.**

The ControlCentre 5.0 screen provides five tabs:

> ➢ *Settings: Used to configure Fax System Data settings.*
> ➢ *Advanced: Used to change the default Fax System Setup options.*
> ➢ *Phonebook: Used to create and edit phonebook entries.*
> ➢ *Information: Used to view the software version information and various counters.*
> ➢ *Firmware: Used by authorized Xerox personnel to update the firmware of your machine.*

For further details, click the [Help] button in the bottom of each tab screen.

For further assistance....

If after product installation further assistance is required, please call our experts at the Xerox Welcome Centre or your local representative.
When telephoning, please quote the machine serial number.The serial number is located on the machine, behind the front door. Open the side cover using the release latch and then open the front door:
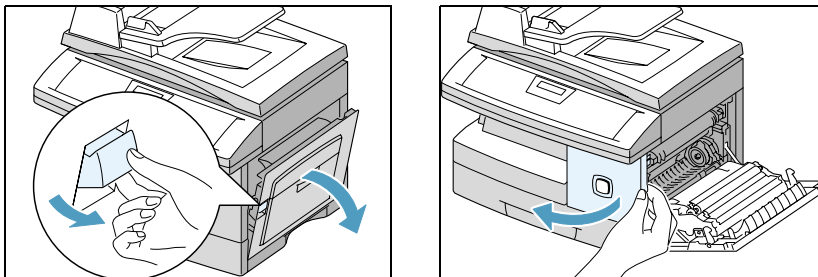
You will be provided with the Xerox Welcome Centre or local representative telephone number when the WorkCentre Pro 412 is installed.
For convenience and future reference, please record the telephone number in the space below:

Xerox Welcome Centre / Local Representative:

#

Xerox US Welcome Center:

1-800-821-2797

Xerox Canada Welcome Center:

1-800-93-XEROX (1-800-939-3769)

Safety Notes

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

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

Follow all warnings and instructions marked on, or supplied with the product.

This WARNING Mark alerts users to the possibility of personal injury.

This WARNING Mark alerts users to heated surfaces.

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

This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the product where persons will step or trip on the cord.

Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

Disconnect Device for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

Your equipment is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in the User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than those for which they were intended. Keep all supplies and materials out of reach of children.

Do not use this product near water, wet locations, or outdoors.

Do not place this product on an unstable cart, stand or table. The product may fall, causing personal injury or serious damage to the product

Slots and Openings in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the product as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the product.

Never remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened.

Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned.

Quality Standards: The product is manufactured under a registered ISO9002 Quality system.

If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number:

EUROPE +44 (0) 1707 353434

USA/CANADA 1 800 928 6571

Safety Standards

EUROPE This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: TUV Rheinland

Standard: IEC60950 3rd Edition Amendments A1, A2, A3, A4 and A11.

USA/CANADA This XEROX product is certified by the following Agency using the Safety Standards listed.

Agency: UNDERWRITERS LABORATORIES

Standard: UL 1950 3rd Edition. Certification is based on reciprocity agreements, which include requirements for Canada.

Regulatory Information

The CE marking applied to this product symbolizes Xerox Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

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

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

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox representative or by contacting:

Environment, Health and Safety

Xerox Limited
PO Box 17
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England
Tel Number +44 (0) 1707 353434

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

WARNING:This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any

unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local XEROX Limited representative for a list of approved accessories.

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

WARNING:Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

FCC Part 15

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

Reference CFR 47 Part 15 Section 15.21

Changes or modifications to this equipment not specifically approved by the XEROX Corporation may void the user's authority to operate this equipment.

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

Laser Safety

⚠ **WARNING:Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.**

With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.

The Electricity at Work Regulations - UK ONLY

The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical system in their premises is constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems safely constructed, maintained and operated.

All Xerox equipment has been designed to exacting safety standards and has undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox Limited manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Limited Technical Centre (*see page B22*) for advice prior to any test implementation.

XEROX equipment should, however, be properly and regularly serviced and maintained at all times.

QUESTION: What is the Electricity at Work Regulation?

ANSWER: The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty **on all employers and self-employed persons** to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring that all electrical products connected to such electrical systems are safely constructed, maintained and operated.

QUESTION: Does XEROX Limited comply with the Electricity at Work Regulation?

ANSWER: The regulation places a duty on **all employers and self-employed persons** to ensure the electrical systems in their premises are, effectively safe.

The regulation does not impose on, amongst others, **manufacturers or suppliers** of such electrical systems. However, rest assured that all XEROX equipment which XEROX Limited and its authorized distributors supplies to customers, conforms with all the relevant safety legislation and standards.

QUESTION: Is XEROX equipment safe?

ANSWER: All XEROX equipment supplied by XEROX Limited and their authorized distributors conforms to all relevant safety legislation and standards.

QUESTION: Is the XEROX equipment in my premises safe?

ANSWER: All XEROX equipment supplied by XEROX Limited and their authorized distributors conforms to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

XEROX Limited Customer Service Engineers ensure XEROX equipment is serviced and maintained to exacting XEROX safety standards. If you would like your XEROX equipment to be serviced and maintained to such high standards, please contact your local XEROX Limited Customer Service Organization. They will be pleased to assist you.

QUESTION: Does the XEROX equipment in my premises comply with the Electricity at Work Regulations?

ANSWER: All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring XEROX equipment in such premises is safe.

XEROX Limited's Product Safety function has prepared a guide which contains a list of tests which may be completed by your XEROX Limited Customer Service Organization.

THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.

Please contact the XEROX Limited Customer Service Organization for further information.

THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

QUESTION: **I would like to carry out my own safety tests on the XEROX equipment in my premises.**

ANSWER: You may, of course, request such tests as you deem necessary to satisfy yourself that your XEROX equipment is safe. Your XEROX Limited Customer Support will be pleased to advise you on such testing.

QUESTION: **I require records of all tests.**

ANSWER: After safety testing, your XEROX Limited Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the XEROX equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES.

Please contact us if you have any queries regarding the information provided in this document.

Environment, Health and Safety

XEROX Limited
PO Box 17
Bessemer Road
Welwyn Garden City
Herts
AL7 1HE
England

Tel Number +44 (0) 1707 353434

Radio Equipment & Telecommunications Terminal Equipment Directive

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	
Finland	Italy	Spain	

In the event of problems, you should contact your local Xerox representative in the first instance.

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

The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signalling it is recommended that it is set to use DTMF signalling. DTMF signalling provides reliable and faster call set-up.

Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

FCC Regulations

Send Header Requirements

Federal Communications Commission (FCC) regulations require all persons within the United States who send any message via a facsimile machine to include an identifying message in the transmission. The message must clearly contain an identifier and telephone number for the entity (business or individual) sending the message.

This facsimile machine provides the local ID and name features required for the FCC regulation. To satisfy the FCC regulation, the telephone number and name must be included with the printed document. To comply with the FCC rules, carefully read and follow the instructions listed in this document to program the local ID and name.

Data Coupler Information

This Xerox machine contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below.

This equipment complies with Part 68 of the FCC rules. On the rear of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN). If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

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

You may safely connect the machine to the following standard modular jack: USOC RJ-11C. Use the standard line cord (with modular plugs) provided with the installation kit to connect it.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

Do not connect this machine to a party or coin operated phone line.

Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

If you find the telephone line is damaged or the telephone company notifies you that your machine is causing damage, disconnect the machine from the telephone line and call for service. Do not reconnect the machine until necessary repairs are made.

The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

- Immediately notify you of their temporary action.
- Reconnect service when the source of damage is removed.
- Inform you of your rights to bring a complaint to the FCC under FCC rules.

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

- Make your machine incompatible with their equipment.
- Require modification or alteration of the machine.
- Otherwise physically affect performance of the machine.

WARNING:When programming emergency numbers and/or making test calls to emergency numbers:
Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
Perform such activities in the off-peak hours, such as early morning hours or late evenings.

Canadian Certification

Notice: The Industry Canada Label on the machine identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. Industry Canada does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord).

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

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

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

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

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

Environmental Compliance

Energy Star®

XEROX Corporation designed this product to comply with the guidelines of the ENERGY STAR® program of the Environmental Protection Agency. As an ENERGY STAR® Partner, XEROX has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.