2   Introduction

This chapter provides an overview of the WorkCentre's hardware features and operation. The Control Panel is discussed and each key is defined.

System Overview

The WorkCentre allows the user to send, receive, copy, and print documents. The ControlCentre software allows you to program the WorkCentre settings on a PC and download the settings.

When you switch on the power and the system has warmed up, the machine is in the standby, or idle mode and is ready to use. When an action completes successfully, the machine returns to the Standby Mode and displays the following information:

```
05-01-97 Thu 06:57
Ready
Free Memory:          100%
Load document
```

Through the Menu mode, you can configure the standard machine settings or customize your machine. Refer to Chapter 3 "Getting Started" for programming instructions and procedures for setting the standard machine settings.

For optimum performance, the machine should be left on 24 hours a day. While the machine is powered on, the internal batteries are charged.

The primary battery retains the programmed data for up to 5 years if the machine loses power. Document data stored in a machine with standard memory is retained for 2 hours (1 additional hour with optional memory) during a power failure or power off, where the image battery is fully charged for more than 8 hours prior to power off.

System Features

The following table describes many of the WorkCentre features. Refer to the Table of Contents or Index to locate detailed information.

| Feature	Description
Copying on Plain Paper	Plain paper is used for printer output thereby allowing the use of standard forms, labels, etc.
Alpha Dialing (340 numbers)	Dial the desired location by searching for the name in the Speed Dial, One Touch, Group, and Relay phonebooks.
One Touch Dialing (50 Keys)	With one key stroke, the number of the assigned location(s) is dialed and the document is sent.
Speed Dialing (240 Numbers)	In addition to the 50 One Touch keys, 240 3-digit speed dial numbers can be assigned to frequently called locations.
Direct Access Function Keys (20 Keys)	Twenty of the most frequently used functions are assigned to keys located behind the Access Panel.
Multi Access Communications	Utilizing the built-in memory, as many as 100 operations can be programmed for maximum equipment utilization and efficiency. For example, you can store a document to memory while the machine is receiving a document.
High Resolution	With a maximum resolution of 406 dots/inch x 391 dots/inch (16 dots/mm x 15.4 lines/mm) and 64 levels of halftone expression, precision drawings, small-size characters, or photographs are copied, sent, and received clearly.
Enriched System Functions	Various types of communications are available through enriched system functions such as Relay, Group, and Mailbox Communications.
Mailbox Systems	Features ITU-T industry standards mailbox communications as well as Xerox's exclusive Mailbox operations.
Group Communications (50 groups)	This feature allows the transmission of a document to as many as 290 different remote locations with one operation sequence.
Manual Group	This feature allows the user to send a document to multiple remote machines by simply pressing the Manual Group key and entering the telephone numbers.

Feature	Description
Batching	This feature automatically performs transmissions of multiple documents going to the same phone number. Documents sent to the same location are transmitted with one phone call, thus saving time and call connecting costs.
Refuse Junk mail	With this feature selected, your WorkCentre only receives from those remote units with phone numbers assigned to your Speed Dial or One Touch phonebooks.
Receive to Memory	Automatically stores up to 100 received documents to available memory if the paper runs out or if a paper jam occurs.
Collated Fax	With this feature selected, incoming documents are received to memory and then printed "last page first". This feature stacks the document with page 1 on top.
Super Power-Saver Mode	This feature turns power off to minimize power consumption.
Printer Power Saver Mode	This feature turns off the printer heater to reduce the power consumption.
Optional Accessories	The WorkCentre can be optioned with an additional paper tray, a 33.6K BPS modem, a handset, and 4MB of additional document storage memory.
ControlCentre	The ControlCentre is an optional software package that can be loaded on a PC. The ControlCentre allows you to program most of the machine settings using the PC.
PC Printing	With the Windows™ Printer Driver installed on your PC and the parallel print cable attached to the parallel port, the WorkCentre can be used to print from the PC.

Hardware Features

| Feature	Description
Document Output Tray	Collects the document pages following a transmission or copy operation. Contains an extension to support larger documents.
Control Panel	Contains the keys to program system features or operate the machine.
Document Guides	Guides the document pages into the scanner.
Control Panel Open Button	Releases the Control Panel to clear a document jam.
Document Tray	Supports the documents to be copied or transmitted.
Handset Connector*	Provides a jack for connecting the optional handset.
Telephone Connector	Provides a standard modular jack for connecting a telephone.
Line Connector	A standard modular jack for connecting the phone line for fax communications.
Right Side Cover	Allows access for clearing paper jams.
Top Cover Open Lever	Releases the Top Cover for accessing consumables or clearing a paper jam.
Paper Tray	Supplies the cut sheet paper to the WorkCentre. A paper size sensor is located in the paper tray assembly to automatically detect and use the proper paper size when in the receive mode.
Copy Output Tray	Collects printed documents.
Power Switch	Switches the WorkCentre power On/Off.
Power Cord	Supplies power to the machine.
Bi-directional Parallel Connector	Connects the WorkCentre to a PC.

* Not available in all markets.

Document WorkCentre Hardware Features



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*Not available in all markets.

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Control Panel

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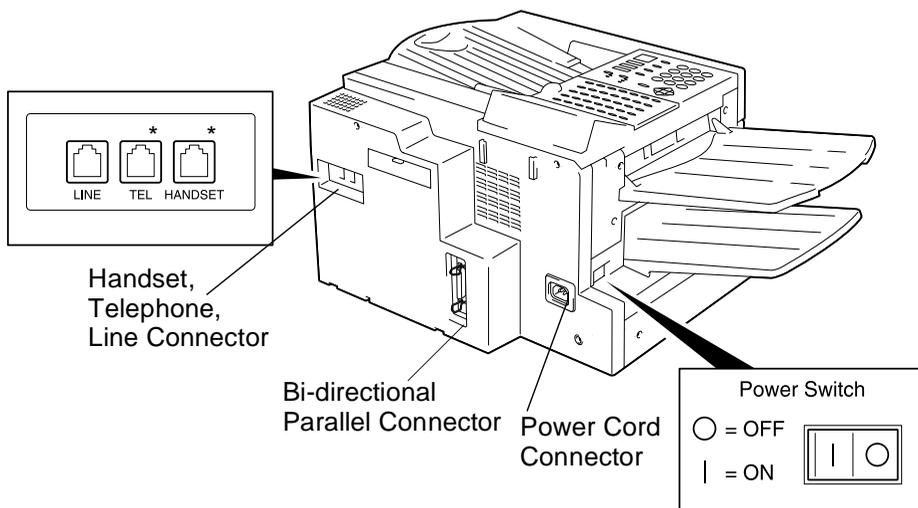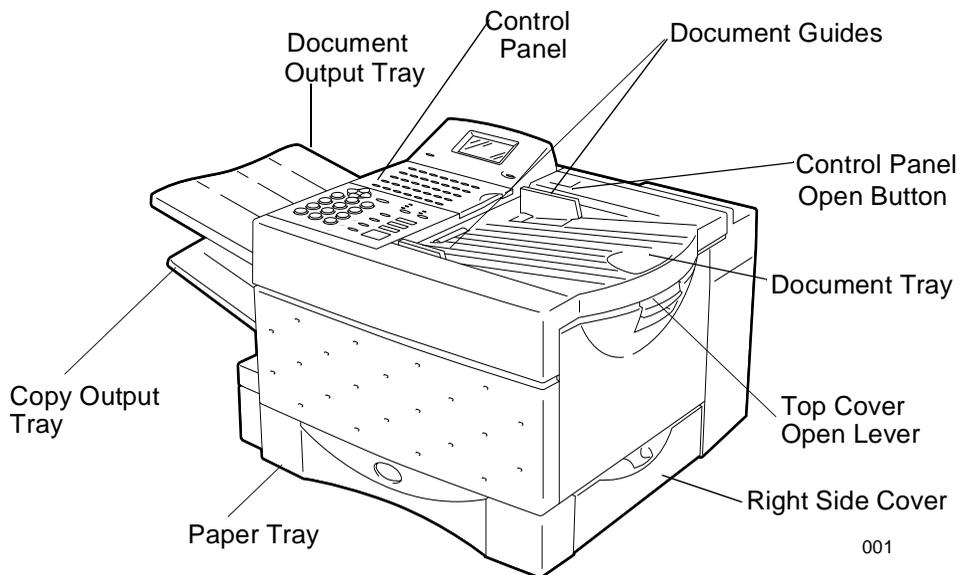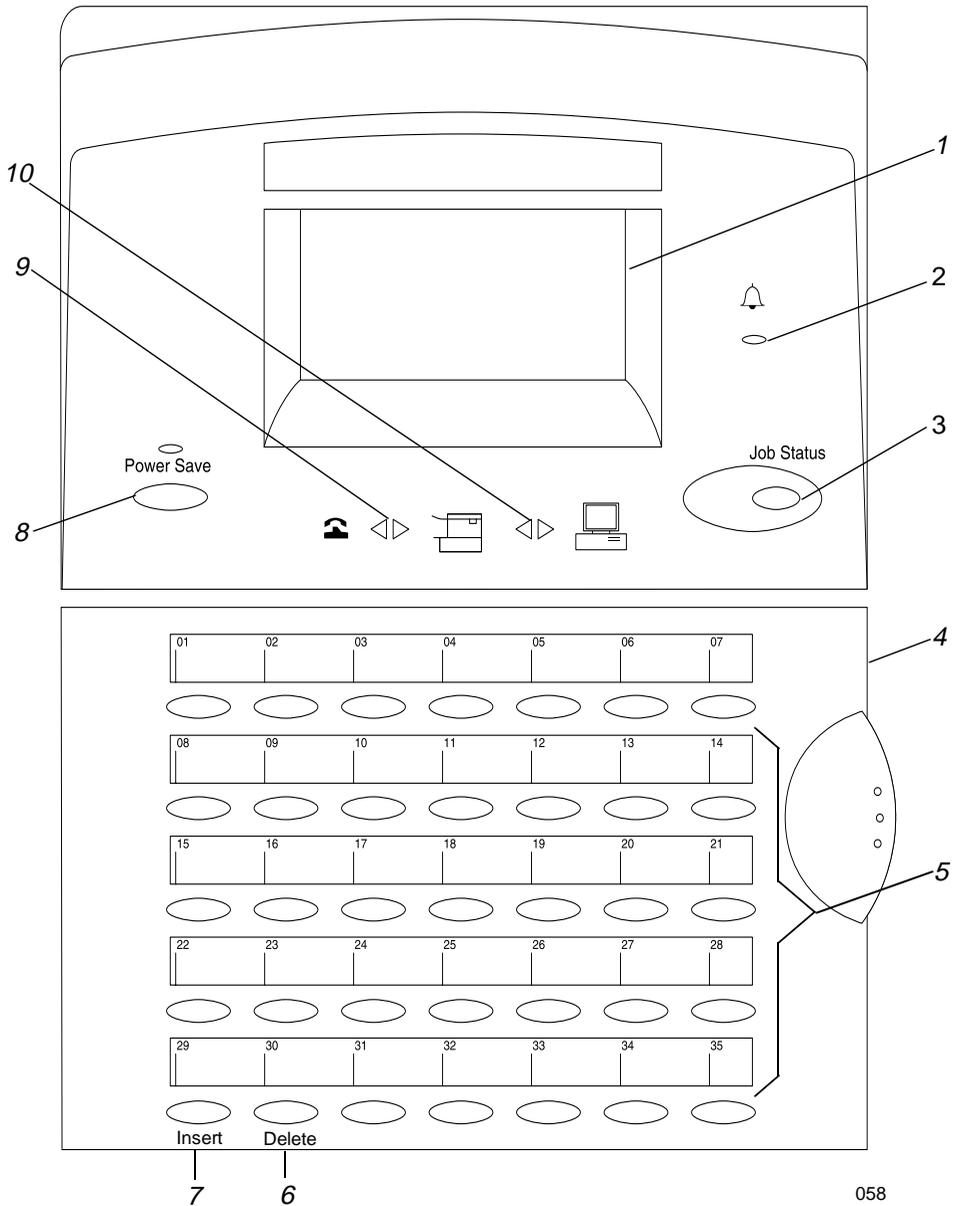
Control Panel Components and Function Keys

The Control Panel is used to program the features and to initiate communications. The following figures and tables illustrate the Control Panel and describe each component.

Item	Description	Function
1	Display	Displays the machine status and messages. The display provides information about the current operation mode. The machine has the following operating modes: Standby Mode, Communication Mode, Menu Mode, Copy Mode, PC Printing Mode, (see "Operation Modes" later in this Chapter).
2	Alarm LED	Illuminates when an error occurs, or when the machine is out of paper or toner.
3	**Job Status** * ⃝ 🗋❓	Displays the active job if a communication is in progress. If there are no communications in progress, a summary of the Pending Jobs is displayed. *Displays on International machines.
4	Access Cover	Lifting the Access Cover reveals the Direct Access Function keys used to quickly initiate commonly used machine functions and one touch keys 36 to 50.
5	One Touch Keys	Used to select phone numbers that have been stored in memory. Lifting the Access Cover allows access to One Touch numbers 36 through 50.
6	**Delete** * ⃝ ⟨ X	Deletes the character at the position of the cursor. Functional when the Access Cover is open or closed. *Displays on International machines.
7	**Insert** * $X_{\wedge}X$ ⃝	Sets the insert mode allowing a character to be inserted at the position of the cursor instead of overwriting the character in the current position. Functional when the Access Cover is open or closed. *Displays on International machines.
8	Power Save *⓿	This feature turns all power off to minimize power consumption. *Displays on International machines.
9	Line LED	Illuminates when a fax communication is in progress.
10	PC LED	Illuminates when a PC communication is in progress.
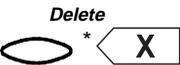
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23 22 **059**
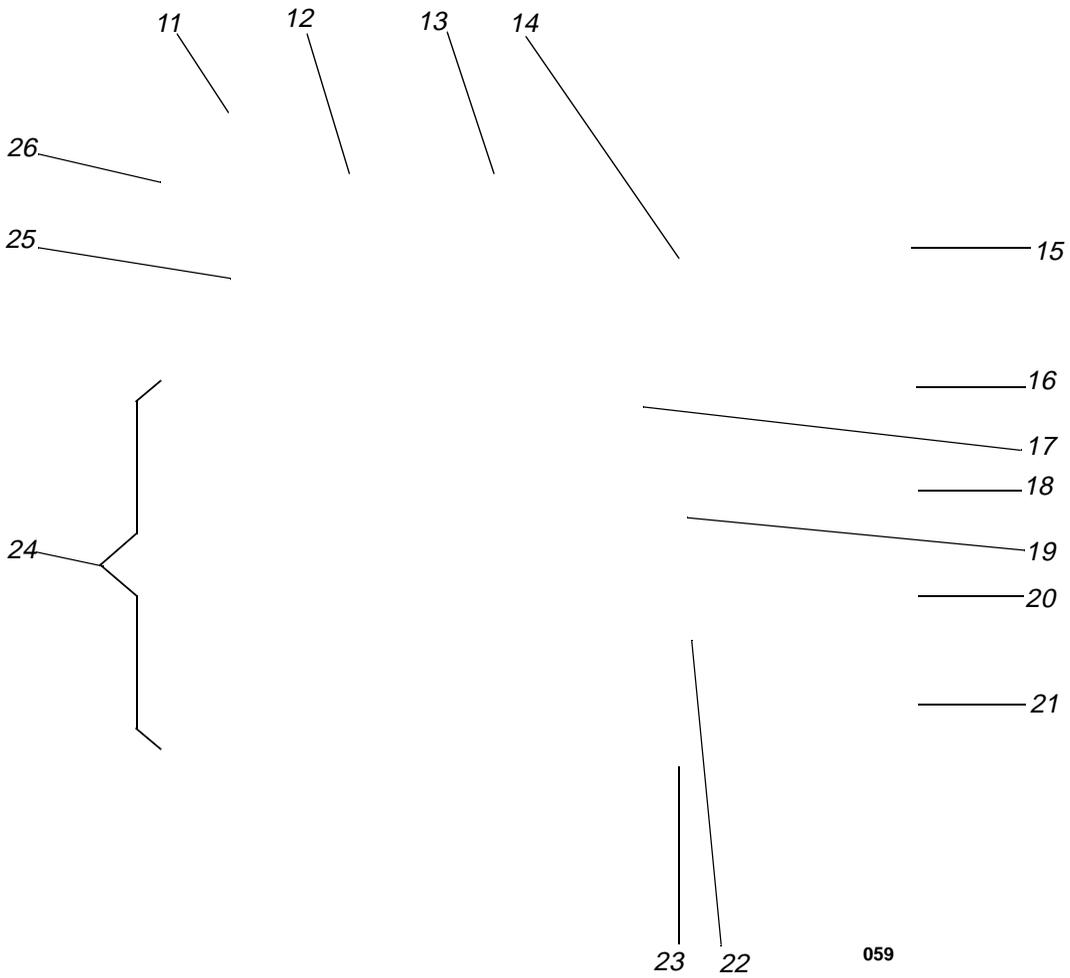
The following table lists the WorkCentre's lower portion Control Panel keys. Refer to the Table of Contents to locate specific function information.

| Item	Description	Function
11	*Menu*	The **Menu** key is used to access menu items listed in the menu map which are not available from the direct access keys. The Menu key is also used as a navigation key for scrolling up a menu list.
12		**Right** navigation key used for going to the next level of menus of the highlighted item. Also used when you enter names for positioning the cursor for character delete or insert.
13	*Enter*	Used to select the displayed menu item, to start a communication, or to accept name and number entries.
14	*Resolution*	Used to set the resolution for copying, scanning, or faxing. The following settings are available: Standard (no LED lit, fax only), Fine, Superfine, Photo Fine and Photo Superfine.
15	*Contrast*	Sets the contrast of the printout to Normal (no LED lit), Lighten, or Darken. This is a scanner setting affecting send and copy.
16	*Copy*	Used to copy documents.
17	*Manual Dial*	Used for interactive dialing. Digits are dialed as the key is pressed. The line monitor automatically turns on.

Item	Description	Function
18	*Cancel Job*	Deletes pending and active jobs. You must select the appropriate job type to display the desired job for cancellation. Once the job is displayed, pressing Cancel Job again displays the Cancel Job Confirmation screen. When used in conjunction with the Job Status key, active jobs can be canceled quickly by pressing this key then confirming the cancellation.
19	*Manual Group*	Used to create a one time group of phone numbers, for Group Sending or Polling. Speed dial and one touch numbers can be used.
20	*Stop*	Stops a Direct Send job and ejects the document from the scanner. Also used to clear an error message displayed on the display.
21	*Start*	Starts a job that is ready for transmitting, scanning, or copying.
22	*Speed Dial*	Used to access programmed Speed Dial, Alpha, and/or Groups. Pressing this key initially displays the phonebook menu.
23	*Redial Pause*	During on-hook or off-hook dialing, this key is used to redial the last number dialed. Pressing **Redial/Pause** displays the jobs waiting to be redialed. Pressing the *Enter* key forces an immediate redial. When entering a telephone number, pressing this key enters a pause in the telephone number sequence.
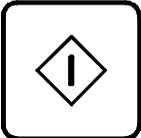
Item	Description	Function
24	Numeric Keypad	Used for numeric, alphabetical or special character input for direct dialing, directory dialing, and menu item input.
25	▼	**Down** navigation key used for scrolling down a menu list.
26	◄	**Left** or Back navigation key used for going back to a previous menu list. Also used for positioning the cursor for character delete or insert when you enter names.

Direct Access Function Keys

The following table lists the Document WorkCentre's Direct Access Function Keys which are located under the Access Cover. The Direct Access Function Keys automate 20 of the most frequently used WorkCentre features.

Direct Access Function Keys
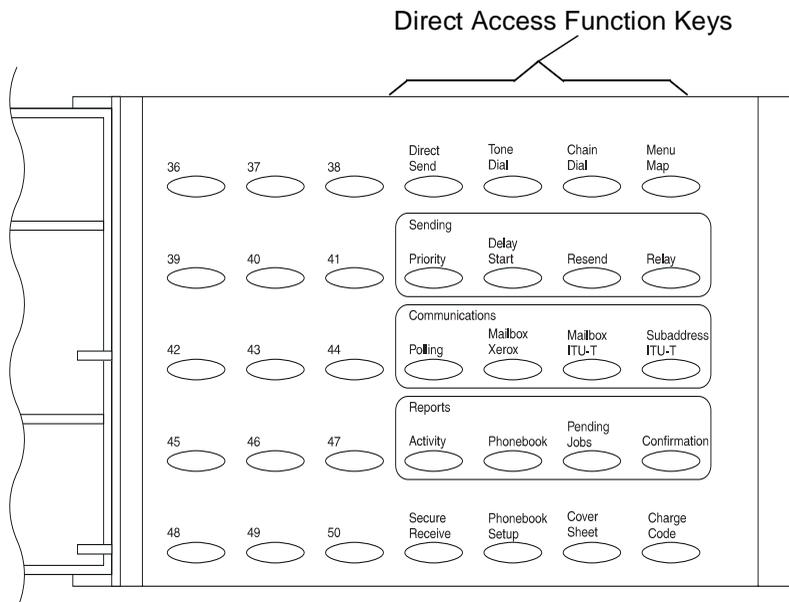
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Refer to the Table of Contents to locate specific function information.

Description	Function
Direct Send	Transmits the document directly from the scanner instead of scanning it into memory first.
Tone Dial	Option to temporarily switch from pulse to tone dial (DTMF).
Chain Dial	Allows entries of manual, One Touch, and Speed Dial numbers to be chained together for sequential dialing operations.
Menu Map	Prints out a menu listing with the menu address numbers.
Priority	Used to send the current job prior to any jobs reserved in memory.
Delay Start	Allows a job to begin at a later time (up to one month).
Resend	Used to resend a job that exceeded the redialing count and has not been deleted.
Relay	Used to relay send to a programmed relay group or a manual group.
Polling	Displays the menu to set the poll, scan to be polled, or continuous polling operations.
Mailbox Xerox	Displays the menu to set up or modify the Xerox Mailbox functions for communication with other Xerox WorkCentre machines.

Description	Function
Mailbox ITU-T	Displays the menu to set up or modify the ITU-T mailbox functions for communication to any compatible machine using ITU-T standards for mailboxing.
Subaddress ITU-T	Used to transmit to or poll a document from the specified Sub address on a local area network.
Activity	Prints a list of Transmission Communications, Receive Communications, or both.
Phonebook	Prints a list of telephone/facsimile numbers stored in memory. Available reports include Speed Dialing, One Touch, Group Dialing, and Relay Group Dialing numbers.
Pending Jobs	Prints the list of Pending Transmission/Received, To be polled, Resend stored fax, and Continuous poll setup jobs.
Confirmation	Sets the Confirmation report options for the current job being Faxed, Polled, or Broadcast.
Secure Receive	Enables or disables the secure receive function if the main menu secure receive option is On.
Phonebook Setup	Used to program Speed Dialing numbers, One Touch Keys, Group Dialing Numbers, and Relay Group Dialing Numbers.
Cover Sheet	Enables or disables the cover sheet option if the main menu cover sheet option is On. If On is selected, the To: and From: input is required.
Charge Code	Allows entry of a Charge Code at the time of dialing or during phonebook programming. Digits entered after this selection are concealed.
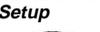
Tones

The WorkCentre generates tones to indicate the operational status of the machine.

- **Single short tone** — A confirmation tone. A short tone sounds when a key is pressed or when an action completes successfully.

- **Extended tone** — Signifies an unsuccessful operation. An extended tone (two to five seconds) occurs when a transaction does not complete normally. The user must perform an action to continue a process. Refer to the display messages in Chapter 13, "Troubleshooting" for the action to take.

Operation Modes

Standby Mode

When the machine is in the Standby Mode, the display indicates the machine status, a prompt for the next operation, or an error message. The following information is displayed:

- **Date and time** — The year, month, day and time (hour and minute) are displayed. Use the Menu Mode to set the date display sequence and the time format.

- **Standby Mode Status** — The Standby Mode Status indicates the machine activity. If "Ready" is displayed, the machine has completed the previous task and is ready to fax or copy. If the Paper Tray becomes empty or open, the Standby Mode Status is replaced with the Paper Tray status.

- **Free Memory** — The percentage of remaining memory available for storing documents is displayed. If no memory is used, 100% is displayed.

- **Load document** — Prompts you to load your document. If a document is loaded in the ADF, this text prompts you to "dial or press copy".
  Enter Depart. code — if dept. code feature is enabled.

Communication Mode

- **Memory Send** — Memory send communications are performed in the background.

- **Direct Send** — The status of a Direct Send operation is displayed.

- **Communication results** — Results of a communication can be printed. (Refer to "Confirming a Transmission" in Chapter 8.)

- **Communication error code** — The result of an error in a communication. (Refer to Chapter 13, "Troubleshooting" for a list of the error codes.)

Copy Mode

When the machine is in the Copy Mode, the display informs about the machine status as the machine prints single or multiple copies of the document. When in the copy mode, the following information is displayed:

- The displays indicates Copying.

- Paper size

- Collate Feature — Collate On/Off

- Copies

Menu Mode

When the machine is in the Menu Mode, the display indicates each programmable feature, and the settings selected. As you scroll through the menu, the machine prompts you for the information necessary to program each feature.

Several of the features accessed through the Direct Access Function Keys also use menu access.

For a complete overview of the programmable features, refer to the Menu Flow Map in Chapter 4.

PC Printing Mode

Using the ControlCentre software, the WorkCentre can communicate with your PC to allow PC printing and programming of features.

Types of Communications

Transmissions

- **Memory Send** — The job is first scanned into memory, then sent to the remote party. Using this method, multiple jobs can be stored and the machine transmits each job as the line becomes available.

- **Direct Send** — The job is transmitted, page by page, without being stored in memory. Using this method you can observe the transmission procedure, one page at a time.

- **Speed Dialing** — This dialing method allows you to send a job to a programmed destination by entering the 3 digit Speed Dial number.

- **Alpha Dialing** — This dialing method allows you to send a job to a programmed destination by alphabetically searching the phonebooks for the remote name.

- **One Touch Dialing** — This dialing method allows you to send a job to a programmed destination by simply pressing a One Touch key.

- **Keypad Dialing** — This dialing method allows you to initiate a job by dialing the remote number on the numeric keypad.

- **On-hook Dialing/Manual Dial** — This method allows you to initiate a job without picking up the handset*. You can choose Alpha, Speed, One Touch, or Keypad dialing operations.

- **Off-hook Dialing /Manual Dial** — This method allows you to initiate a job with the handset* held in your hand. You can choose Alpha, Speed, One Touch, or Keypad dialing operations.

- **Delayed Start** — The transmission is programmed to be sent at a later designated time. This feature permits cost savings by scheduling transmissions during periods when telephone rates are lower.

- **Priority Transmission** — A priority send transmission is performed prior to any other job reserved in memory.

*Not available in all markets.

- **Resend** — Normally, document data (stored in memory for transmission) is cleared if the transmission fails to reach a remote facsimile. This function enables the machine to save the stored document and allows you to re-schedule the transmission.

- **Group Transmission** — Sends the same document to more than one location via multiple, sequential transmissions. Sometimes referred to as broadcast.

- **Relay Transmission** — Sends a document to a relay station. The relay station then sends the document to another relay station or to the final receiving stations. The origination and relay stations must be Xerox Document WorkCentre Pro 635, 645, 657 machines, or compatible units. The Relay Transmission default setting is "OFF", to provide you with the maximum 240 Speed Dialing numbers. If you wish to use this feature, please contact your Service Representative for activation. Please be aware that activating this feature results in a "full memory erase", and reduces the number of Speed Dial numbers to 200.

- **Mailbox Communications** — The Mailbox feature allows you to store documents in memory on your machine, or that of a remote machine, with a Mailbox number. Other remote parties can then access the document using the assigned Mailbox number.

  The WorkCentre provides two types of Mailbox systems. ITU-T - the standard mailbox system is used with compatible ITU-T machines.
  XEROX - the exclusive Xerox Mailbox System is used with other Document WorkCentre Pro 745 and Document WorkCentre Pro 635, 645, 657 machines.

- **Polling Transmission** — This feature allows you to load a document in your machine to be polled or "received" by a remote machine. The remote party places the call.

- **Secured Send** — This feature restricts your machine from sending documents to numbers other than registered Speed Dial or One Touch dialing numbers.

- **Sub address ITU-T** — This feature allows you to communicate (poll or send) to a specified sub address on a network. The WorkCentre uses the ITU-T Mailbox number for the sub address.

Receptions

- **Auto Reception** — When this mode is active, your machine automatically answers all incoming calls, and automatically completes the communication.

- **Manual Reception** — This mode allows you to answer all incoming calls manually. If the incoming call is a fax, you can receive the incoming fax by pressing ***Start***.

- **Memory Reception** — When the feature is enabled and your machine runs out of paper, toner, or has a paper jam, and cannot print the received documents, the data is stored in memory. As soon as the problem is corrected, the documents are printed automatically.

- **Polling Reception** — Allows your machine to retrieve a document set up on a remote machine, even when the remote machine is unattended.

- **Refuse Junk Mail** — This function prevents your machine from receiving documents from unknown parties. Documents are only received from parties whose fax numbers are assigned Speed Dial or One Touch dialing numbers on your machine.

- **Collated Printing** — Incoming documents are stored in memory as they are received. The documents are then printed, last page to first page in order.

- **Reduce Receive** — When a document is received and it is longer than the copy paper, this feature selects whether to reduce the document or divide the document into multiple pages.

- **Secure Receive** — When enabled, the machine receives all documents into memory during the specified time. The documents automatically print at the end of the specified time.

Multi Access Communications

Using the built-in memory, as many as 100 operations can be programmed for maximum equipment utilization and efficiency. For example, you can store a document to memory while the machine is receiving a document. Refer to the Multi Access Function Tables that follow.

"X" indicates that the functions can be performed at the same time.

Multi Access Function Table - Local

		Local								
1st Access	**2nd Access**	**Single Copy**	**Multi Copy**	**Print Report (man.)**	**Print Report (auto)**	**Print Transmission Report**	**Mailbox Input**	**Mailbox Output**	**Print Received File (Man.)**	**Print Received File (auto)**
Local	Single Copy									
	Multi Copy Scan									
	Multi Copy Print									
	Print Report (Manual)									
	Print Report (Auto)						X			
	Print Transmission Report						X			
	Mailbox Input				X	X			X	X
	Mailbox Output									
	Print Received File (Manual)						X			
	Print Received File (Auto)						X			
Comm	Direct Send			X	X	X		X	X	X
	Transmit Reservation			X	X	X			X	X
	Memory Send	X	X	X	X	X	X	X	X	X
	Print Memory Transmission Report	X	X	X	X	X	X	X	X	X
	Receive to Printer						X			
	Receive to Memory	X	X	X	X	X	X*	X*	X	X
PC	Data from PC	X	X	X	X	X	X	X	X	X
	Data to PC	X	X	X	X	X	X	X	X	X
	PC Printing						X			
	PC Scanning			X	X	X		X	X	X

* Not available when box type and number are the same

Multi Access Function Table - Fax Communication

1st Access	2nd Access	Direct Send	Transmit Reservation	Memory Send	Print Memory Transmission Report	Receive to Printer	Receive to Memory
Local	Single Copy			X	X		X
	Multi Copy Scan			X	X		X
	Multi Copy Print	X		X	X		X
	Print Report (Manual)	X	X	X			X
	Print Report (Auto)	X	X	X			X
	Print Transmission Report	X	X	X			X
	Mailbox Input			X	X	X	X*
	Mailbox Output	X	X	X	X		X*
	Print Received File (Manual)	X	X	X	X		X
	Print Received File (Auto)	X	X	X	X		X
Comm	Direct Send			X	X	X	X
	Data Reservation			X	X	X	X
	Memory Send	X	X	X	X	X	X
	Print Memory Transmission Report	X	X	X	X	X	X
	Receive to Printer	X	X	X	X		X
	Receive to Memory	X	X	X	X	X	X
PC	Data from PC	X	X	X	X	X	X
	Data to PC	X	X	X	X	X	X
	PC Printing	X	X	X	X		X
	PC Scanning			X	X	X	X

* Not available when box type and number are the same

Multi Access Function Table - PC

	2nd Access 1st Access	PC			
		Data from PC	Data to PC	PC Printing	PC Scanning
Local	Single Copy	X	X		
	Multi Copy Scan	X	X		
	Multi Copy Print	X	X		
	Print Report (Manual)	X	X		X
	Print Report (Auto)	X	X		X
	Print Transmission Report	X	X		X
	Mailbox Input	X	X	X	
	Mailbox Output	X	X		X
	Print Received File (Manual)	X	X		X
	Print Received File (Auto)	X	X		X
Comm	Direct Send	X	X	X	
	Transmit Reservation	X	X	X	
	Memory Send	X	X	X	X
	Print Memory Transmission Report	X	X	X	X
	Receive to Printer	X	X		X
	Receive to Memory	X	X	X	X
PC	Data from PC				
	Data to PC				
	PC Printing				
	PC Scanning				

* Not available when box type and number are the same