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.