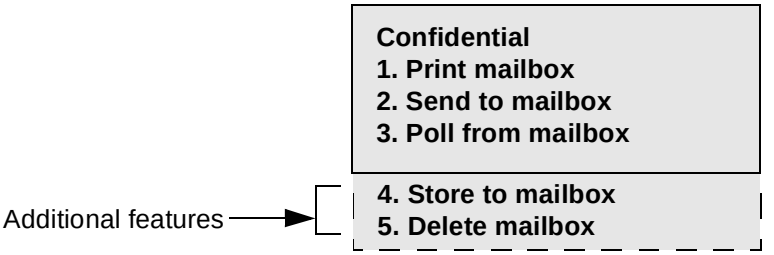
4 Programming the Machine

This chapter contains detailed instructions for programming the WorkCentre from the Control Panel. Step-by-step instructions are provided for programming features using the Menu Mode, storing frequently used numbers to automatic dialing keys, and setting machine defaults.

Using the Menu Mode

Various functions of the WorkCentre are available by selecting menu items with the menu screen displayed on the Control Panel. The menu uses a multi-layered structure, each layer containing multiple features. Since 4 lines are displayed at a time, additional features are displayed one line at a time as you scroll down the list.



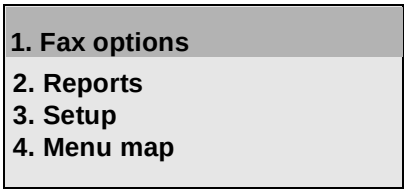
Keys used in Menu Mode Operation

The following table lists the keys commonly used when programming the machine in Menu Mode.

Key	Key Description
Menu	Press the ***Menu*** key to change the display from Standby Mode to the menu screen. When the menu screen is already displayed, press this key to scroll up through the menu selections.
	When a menu screen is displayed, press the ***Down*** arrow key to scroll down through the menu selections.
	When the menu screen is displayed, press the ***Left*** arrow key to display the preceding menu. When entering characters, use this key to move the cursor to the left.
	When entering characters, use the ***Right*** arrow key to move the cursor to the right.
Enter	When the currently highlighted menu has sub-items, press the ***Enter*** key to display the screen of sub-items.
Stop	Press the ***Stop*** key to exit the menu mode.
Numeric Keypad	The Numeric Keypad is used to enter alpha or numeric information.

To program a Menu feature using the scroll keys:

1. From the Standby Mode, press:



   The active item is highlighted.

2. Using the and arrow keys, scroll through the list until the feature you wish to program is highlighted, then press the ***Enter*** key.

3. The next menu layer is displayed. Using the and arrow keys, scroll through the list until the feature you wish to program is highlighted, then press the ***Enter*** key.

To program a Menu feature using the Menu Numbers:

Most Menu features are assigned a sequence number. You can select the feature you wish to program quickly by pressing ***Menu*** and the sequence numbers.

Refer to the Menu Flow Map on the pages that follow, or to print a Menu Map, press ***Menu***, ***4***. Menu map can also be printed by a direct access key under the access cover.

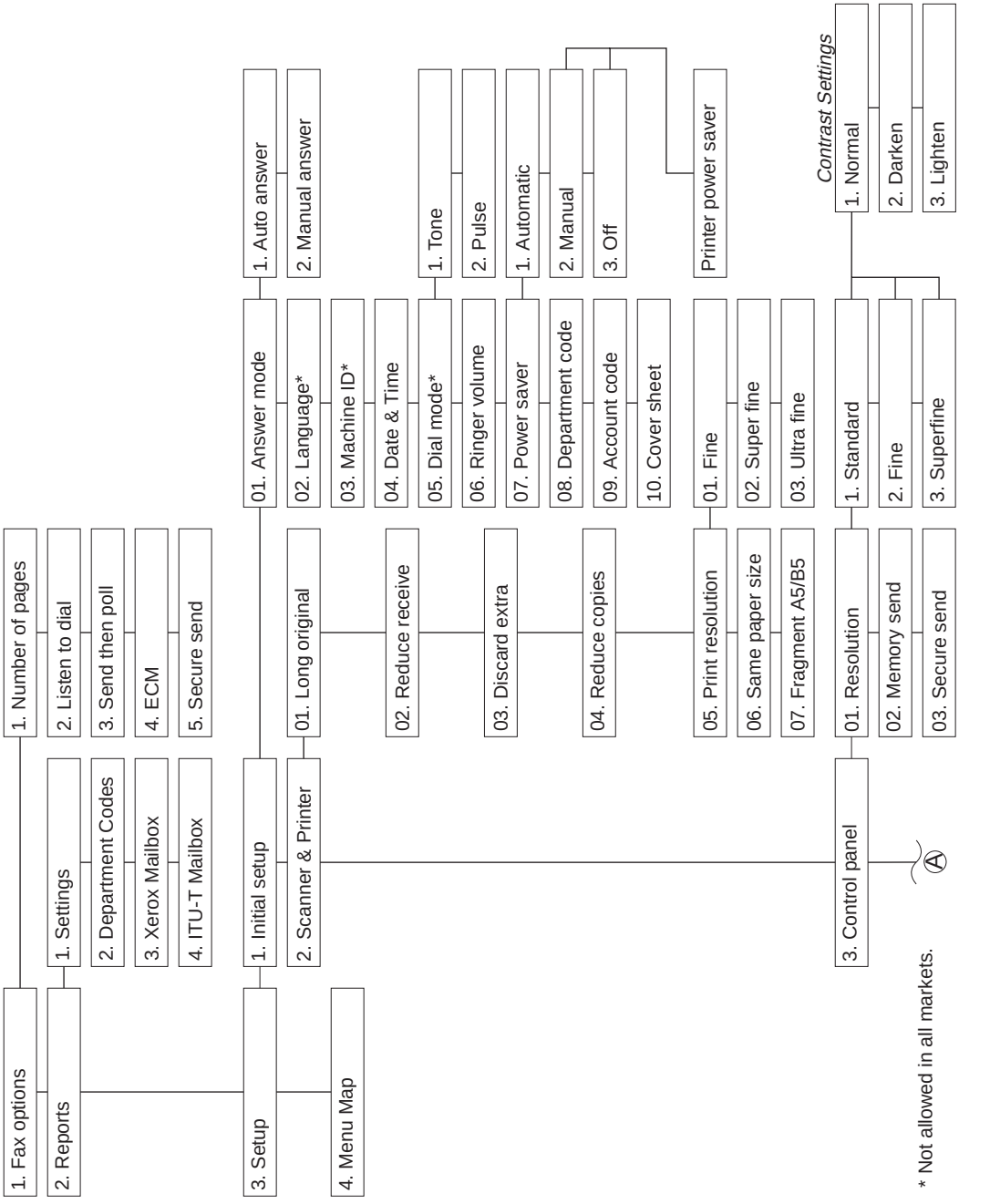
Locate the feature you wish to program on the Menu Map and note the number sequence.

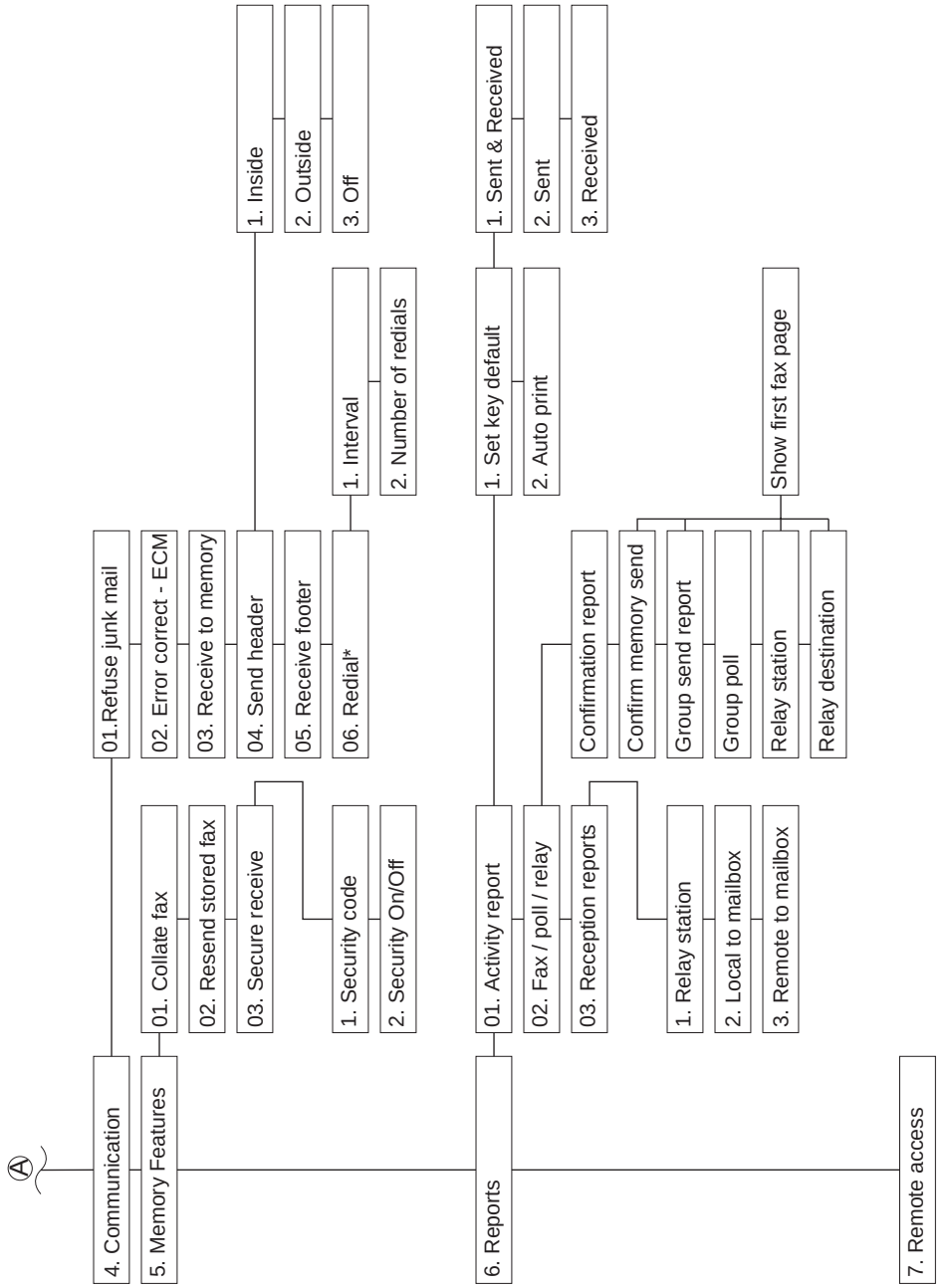
For example: The Machine ID feature is accessed by first selecting Setup (3), then Initial Setup (1), then Machine ID (03).

Therefore, to access this menu item, press:

Note: *Double digit menu numbers (03, Machine ID) require 2 entries and are shown as* *0* *3*.

Menu Flow Map





* Not available in all markets.

Character Entries

When programming your Machine ID or names assigned to Speed Dial numbers and One Touch Keys, you enter characters. Also, many features programmed in the Menu Mode require text entries.

The following table lists the keys used to enter characters. For more information on entering characters, refer to the character entry procedures later in this chapter.

Keys used to Enter Characters

Key	Function
	Moves the cursor to the left to delete, change or add characters.
	Moves the cursor to the right to delete, change or add characters or spaces.
Insert	Inserts a character between existing characters.
Delete	Deletes an existing character.
Numeric KeyPad	Provides the user interface for entering alpha, numeric and special characters.

Character Code Table

The Character Code Table lists all characters that can be entered when programming the WorkCentre.

The table lists the Numeric keys in the left column and the characters that correspond to each key in the right column.

Multiple characters are assigned to most keys and are accessed by pressing the corresponding key a specific number of times.

For example: To select the character A, press the 2 key one time; to select the character B, press the 2 key two times.

KEY	ASSIGNED CHARACTERS
1	1
2	A B C 2 a b c À Á Â Ã Ä Å Æ Ç à á â ã ä å æ ç
3	D E F 3 d e f È É Ê Ë è é ê ë
4	G H I 4 g h i ì í î ï
5	J K L 5 j k l
6	M N O 6 m n o Ñ ñ ò ó ô õ ö
7	P Q R S 7 p q r s β
8	T U V 8 t u v Ù Ú Û Ü ù ú û ü
9	W X Y Z 9 w x y z
0	(+) *space* 0 Ø ! ” # $ % & ’ * , - . / : = ? @ _

Entering Characters

The Character Code Table is referred to throughout this manual when character entry is required. Using the Character Code Table and the Numeric Keypad, perform the following steps to enter characters:

1. Press the Numeric Keypad number that corresponds to the character you desire. The first character displays.
2. Press that keypad number repeatedly until the correct character displays.
3. If the next character is on a different numeric key, the cursor advances automatically, or press the ***Right*** arrow key to move to the next position.
4. Perform steps 1 through 3 for each character to enter.
5. Verify the name you entered. To change a character, move the cursor to that character and enter the correct character.

Correcting Characters

> ***Note:*** *You may need to move the cursor to the left or right, then reposition the cursor prior to entering or deleting a new character.*

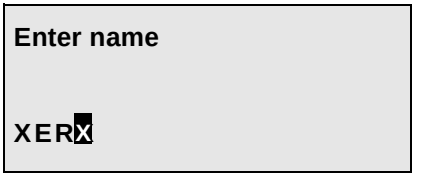
Replacing Characters

Input correct characters over the existing characters.

1. Using the ◄ and ► arrow keys, position the cursor at the character to be corrected.

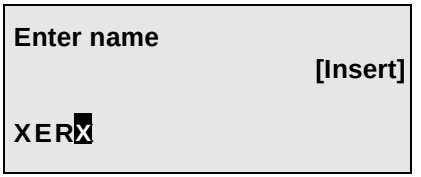
2. Enter the desired character.

Deleting or Inserting Characters

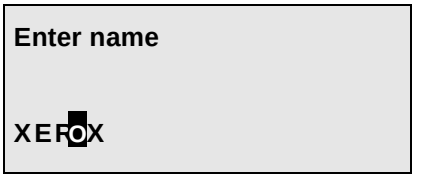


1. Using the ◄ and ► arrow keys, position the cursor at the character to be deleted or at the point of insertion.

Note: *If you are not in the insert mode, pressing* ***Delete*** *deletes the character, but the spaces remain.*



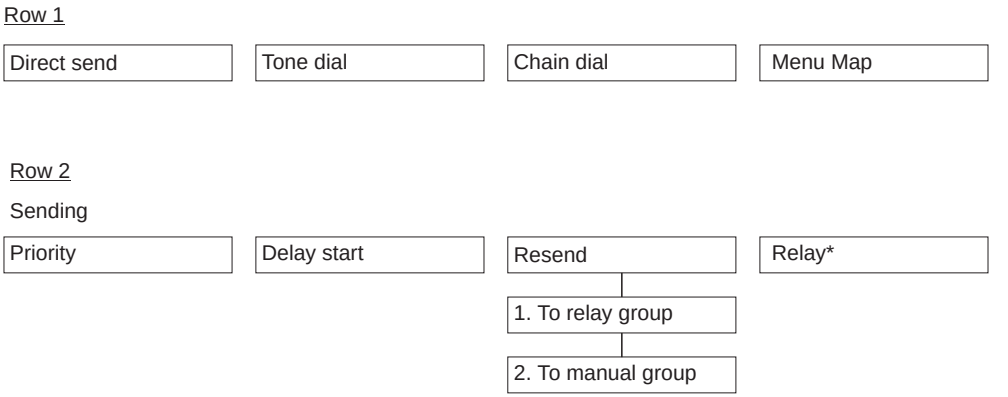
2. Press: ***Insert*** .
The message “Insert” is displayed.



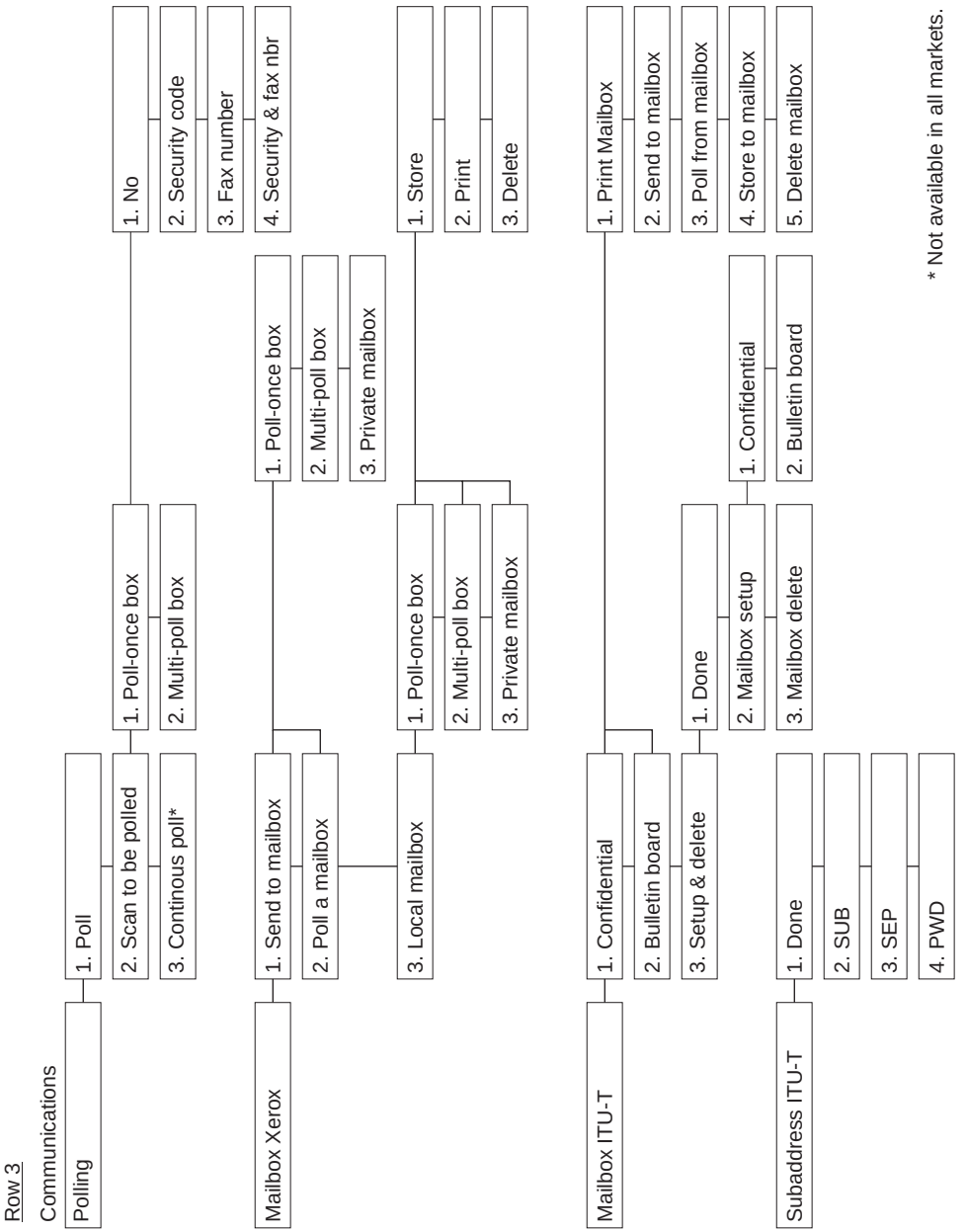
3. To insert, enter the correct character(s).
To delete, press ***Delete*** .

Direct Access Function Keys

The 20 Direct Access Function Keys, located under the Access Cover, are programmed to perform some of the most frequently used features automatically. Several of these keys use multi-layered menus similar to the Menu Mode. The method and keys used to program these functions are the same as those used in the Menu Mode. Refer to the “Keys used in Menu Mode Operation” and “Character Entries” procedures earlier in this chapter. The following maps illustrates the Direct Access Function Keys displaying the available programmable features.



* Available if enabled.


Row 3
Communications
Polling
1. Poll
2. Scan to be polled
3. Continous poll*
1. Poll-once box
2. Multi-poll box
1. No
2. Security code
3. Fax number
Mailbox Xerox
1. Send to mailbox
2. Poll a mailbox
3. Local mailbox
1. Poll-once box
2. Multi-poll box
3. Private mailbox
4. Security & fax nbr
1. Poll-once box
2. Multi-poll box
3. Private mailbox
1. Store
2. Print
3. Delete
Mailbox ITU-T
1. Confidential
2. Bulletin board
3. Setup & delete
1. Done
2. Mailbox setup
3. Mailbox delete
1. Confidential
2. Bulletin board
1. Print Mailbox
2. Send to mailbox
3. Poll from mailbox
4. Store to mailbox
5. Delete mailbox
Subaddress ITU-T
1. Done
2. SUB
3. SEP
4. PWD
* Not available in all markets.

Row 4

Reports

- Activity
- Phonebook
  - 1. All reports
  - 2. Speed dials
  - 3. Groups
  - 4. One touch keys
  - 5. Relays
- Pending jobs
- Confirmation
  - 1. Always
  - 2. On error
  - 3. Off

Row 5

- Secure receive*
- Phonebook setup
  - 1. Speed dials
  - 2. Groups
  - 3. One touch keys
  - 4. Relay groups
- Cover sheet*
- Charge code

* Available if enabled.

Setting Up the Phonebook

Remote telephone numbers can be assigned to Speed Dial numbers and/or One Touch Keys in the Phonebook. The numbers are used for Alpha Dialing, Speed Dialing, One Touch Dialing, Chain Dialing, Group Dialing, Polling, and Relay Operations. Once preset, these features allow you to send documents or make a telephone call to frequently called numbers by pressing a few keys.

To program the Group and Relay features, the remote telephone number must be assigned to a Speed Dial Number or a One Touch Key.

Planning the Phonebook

When programming the remote telephone number in a Speed Dial Number or a One Touch Key, you can include many fax options to use during the communication. Please read this section carefully and refer to the suggested chapters for detail feature descriptions.

Use the following list as an aid in planning the Phonebook:

- If you plan to use the Relay feature, you should activate the feature prior to entering any programmed information as activating this feature results in a full memory clear.
  Refer to Relay in Chapter 8, “Transmitting Documents”.
- Phonebook Reports can be printed listing the numbers assigned to Speed Dial numbers and One Touch keys. Open the Access Cover and press Phonebook to print the desired report.
- Determine which phonebook number you want to assign to each One Touch (up to 50) or Speed Dial (up to 240) number. If the Relay Feature is activated, the speed dial numbers are reduced to 200.
- Determine if you want to store a pause in the telephone number. If your machine is connected to a PBX system, you may need to enter a pause so the system can connect to an outside line. Multiple 3 second pauses can be entered. To enter a pause, press the ***Pause*** key.
- Determine if you want to store a Charge Code. To enter and hide a charge code, press the Charge Code key after you have entered the telephone number.

- Determine which fax options you want to store with the One Touch or Speed Dial telephone number. The following options are available:

  Send Later: Select this option to designate the time you want to begin the job.

  Confirm Report: Select this option to print a confirmation report after the job.

  Listen to Dial: Select this option to turn the monitor speaker on.

  Fax Speed: Select this option to send documents at a slower speed. The slower speeds are used for sending to a number with questionable line conditions. The communication speed will be slower but the chance of communication errors will be reduced.

  Sub address: Select this option to store a sub address with the number. This feature sends a document to a compatible remote fax machine and requests that machine to forward the document to a network user or to a ITU-T mailbox. This feature can also be used to poll/store a document in a ITU-T mailbox of remote compatible machines. Refer to “Attaching an ITU-T Sub Address” in Chapter 11.

- Program the telephone numbers and fax options in the one touch or speed dial phonebook directories. Refer to the “Character Entries” section to enter characters.
- After programming the numbers, print the Phonebook Reports to confirm the numbers are entered correctly.
- Record the names associated with the One Touch Numbers on the One Touch Label.

Presetting Speed Dial Numbers

Up to 240 numbers can be assigned to Speed Dial numbers 001 to 999. If the Relay feature is enabled, the Speed Dial numbers are reduced from 240 to 200. Refer to “Activating the Relay Feature” section in Chapter 8.

An alternate telephone number may be stored with the speed dial number. If the number dialed is busy, the alternate number is dialed after the redial attempts. The alternate number dialing function is not performed in Relay transmissions, polling receptions, or mailbox transmissions.

Once you assign a Speed Dial number and select Fax Options for that number, you can link the Speed Dial number to a One Touch Dialing Key for faster dialing. If you link the speed dial number to a one touch key, you can dial the number using both methods.

> ***Hint:*** *To print a list of all assigned Speed Dial numbers, press:*
>
> ***Phonebook*** **2** (See Chapter 12, “Reports”.)

To assign Speed Dial numbers:

1. Open the Access Cover and press:

Phonebook Setup **1**

Enter Speed Dial Nbr
or
[<] Back to previous
[Stop] to complete

2. Enter the desired Speed Dial number (1-999)**.**

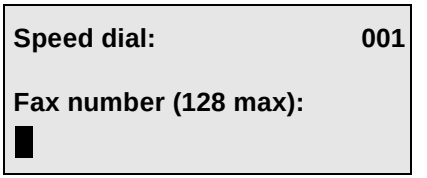
Speed dial number

Speed dial (1-999):
001

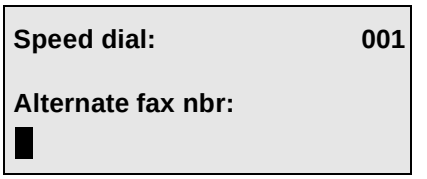
3. Press ***Enter***.

> ***Note:*** *If you select an assigned Speed Dial number, you have the option of deleting, modifying or retaining the information stored with the number. Refer to “Modifying or Deleting Speed Dial Numbers” later in this section.*

> ***Hint:*** You can enter a pause or charge code in the primary and alternate telephone numbers. To enter a pause, press the ***Pause*** key. To enter a charge code, press the ***Charge Code*** key after entering the telephone number.



4. Using the Numeric Keypad, enter the fax telephone number (max. 128 digits) you want to assign to the Speed Dial number, then press ***Enter***.



5. Using the Numeric Keypad, enter the alternate telephone number, then press ***Enter***; or to skip this step, press ***Enter.***

6. Using the Numeric Keypad and Character Code Table, enter the name (max. 20 characters) you want to assign to this Speed Dial number, then press ***Enter***.

Speed dial: 001 **Name (20 max):**

After 2 seconds...

Enter name ▮

Fax options? **1. Yes** **2. No**

7. To skip the Fax Options, press **2** and go to step 23 to complete the procedure.

   To program the Fax Options, press **1**.

Fax options **1. Done** **2. Send later** **3. Confirm report** **4. Listen to dial** **5. Fax speed** **6. Sub address**

8. Select the Fax Option you want to assign to this Speed Dial:

   To exit this option, press **1**, and go to step 23 to complete the procedure.

To select *Send later*, press 2, and go to step 9.

To select *Confirm report*, press 3, then go to step 11.

To select *Listen to dial*, press 4, then go to step 13.

To select *Fax speed*, press 5, then go to step 15.

To select *Sub address*, press 6, then go to step 17.

Send Later

9. Enter the desired time you want to start the job (within 24 hours). For the 12 hour format, select AM/PM, then press ***Enter***.
10. To add an additional option, go to step 8. To exit, press 1 and go to step 23 to complete the procedure.

Confirm Report

11. To print a confirmation report after each transaction, press 1.

    To disable this option, press 2.

12. To add an additional option, go to step 8. To exit, press 1 and go to step 23 to complete the procedure.

Listen to Dial

13. To enable the Listen to Dial option, press 1.

    To disable this option, press 2.

14. To add an additional option, go to step 8. To exit, press 1 and go to step 23 to complete the procedure.

Fax Speed

15. To select 14400bps, press 2.

    To select 9600bps, press 3.

To select 4800bps, press **4** .

To skip this option, press **1** .

16. To add an additional option, go to step 8. To exit, press **1** and go to step 23 to complete the procedure.

Sub address

17. To exit this option, press **1**.

    To send a document to a sub address location, press **2** to select SUB.

    To poll a document from a sub address location, press **3** to select SEP.

Sub address

SUB (20 max):

18. Enter the numeric remote sub address, then press ***Enter***.

.

> ***Note:*** *Secure address locations require a password if the address is secure. Go to Step 19. If not go to Step 21.*

19. To add a password to the sub address,

    press **4** to select PWD, or to exit this option, go to step 21.

Sub address

PWD (20 max):

20. Enter the numeric remote sub address password, then press ***Enter***.
21. To exit the sub address option, press **1**.

22. To add an additional option, go to step 8. To exit, press **1** and go to step 23 to complete the procedure.

Speed dial: 001 **Press One Touch Key** **to enter or** **[Enter] to skip**

23. To link this Speed Dial Number to a One Touch key, press the desired ***One Touch Key;*** or to skip this step, press ***Enter*** .

> ***Note:*** *If you select an assigned One Touch number, you have the option of deleting or retaining the information previously stored.*

24. To assign additional Speed Dial numbers, repeat steps 2 – 23.
25. When you have completed the Speed Dial assignment, press ***Stop*** to return to the Standby Mode.

Modifying or Deleting Speed Dial Numbers

Use this procedure to change or delete a previously assigned Speed Dial number. When you enter the Speed Dial number you want to change or delete, the “Speed dial number Already assigned” message displays.

To modify or delete a Speed Dial number:

1. Open the Access Cover and press:

Phonebook
Setup

1

Enter Speed Dial Nbr **or** **[<] Back to previous** **[Stop] to complete**

2. Enter the Speed Dial number you want to modify, then press ***Enter***.

Speed dial number
1. Delete
2. Modify
3. Retain

3. To delete the Speed Dial number, press **1**.

   To modify the number information, press **2**.

   To retain the number information, press **3**.

   Refer to the previous procedure, “Presetting Speed Dial Numbers,” to update the speed dial information.

4. The Enter Speed Dial screen redisplays. Press ***Stop*** to return to the Standby Mode.

Note: *When modifying a Speed Dial number that is tied to a One Touch key, you do not have to re-apply the number to the One Touch. If you do, the machine prompts you to retain/delete the original one touch setting.*

Presetting One Touch Numbers

Fifty One-Touch Keys can be programmed to dial a single telephone number, a Speed Dial number or a Group of numbers.

An alternate telephone number can be stored with the One Touch key. If the number dialed is busy, the alternate number is dialed after the redial attempts. The alternate number dialing function is not performed in Relay, Polling, or Mailbox communications.

Hint: *To print a list of assigned One Touch dial numbers, press:*

(See Chapter 12, “Reports”.)

To assign One Touch numbers:

1. Open the Access Cover and press:

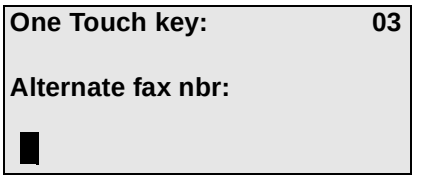
Press One Touch key
or
[<] Back to previous
[Stop] to complete

2. Press the desired One Touch key.

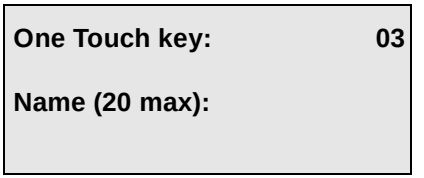
Note: *If you select an assigned One Touch key, you have the option of deleting or retaining the information previously stored.*

Hint: You can enter a pause or charge code in the primary and alternate telephone numbers. To enter a pause, press the ***Pause*** key. To enter a charge code, press the ***Charge Code*** key after you enter the telephone number.

3. Using the Numeric Keypad, enter the remote fax telephone number (max. 128 digits), then press ***Enter***.



4. Using the Numeric keypad, enter the alternate telephone number, then press ***Enter;*** or to skip this step, press ***Enter.***



After 2 seconds…

5. Using the Numeric Keypad and the Character Code Table, enter the name (max. 20 characters) you want to assign to this One Touch number, then press ***Enter***.

6. To program the Fax Options, press **1** and go to step 7.

   To skip the Fax Options, press **2** and go to step 22.

Fax options
1. Done
2. Send later
3. Confirm report
4. Listen to dial
5. Fax speed
6. Sub address

7. Select the Fax Option you want to assign to this One Touch:

   To exit the Fax Option, press **1**, and go to step 22.

   To select *Send later*, press **2**, and go to step 8.

   To select *Confirm report*, press **3**, then go to step 10.

   To select *Listen to dial*, press **4**, then go to step 12.

   To select *Fax speed*, press **5**, then go to step 14.

   To select *Sub address*, press **6**, then go to step 16.

Send Later

8. Enter the desired time (within 24 hours) you want to start the job. For 12 hour format, select AM/PM, then press ***Enter***.

Send later

Time HH:MM
23:40

9. To add an additional option, go to step 7. To exit press 1 and go to step 22.

Confirm Report

10. To print a confirmation report after each transaction, press 1.

    To disable this option, press 2.

11. To add an additional option, go to step 7. To exit press 1 and go to step 22.

Listen to Dial

12. To enable the Listen to Dial option, press 1.

    To disable this option, press 2.

13. To add an additional option, go to step 7. To exit, press 1 and go to step 22.

Fax Speed

> ***Note:*** ***Off*** *selects the highest speed possible.*

14. To select ***Off,*** press 1.
15. To select 14400bps, press 2.

    To select 9600bps, press 3.

    To select 4800bps, press 4.

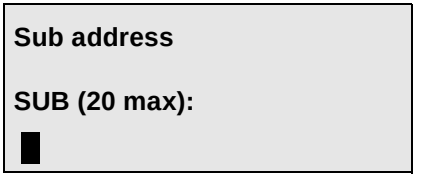
16. To add an additional option, go to step 7. To exit, press 1 and go to step 22.

Sub address

17. To skip this option, press **1**. Go to step 21.

    To send a document to a sub address location, press **2** to select SUB.

    To poll a document from a sub address location, press **3** to select SEP.

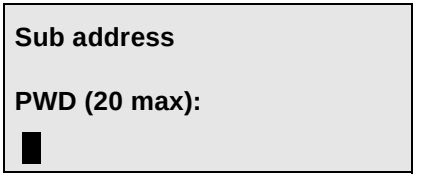


18. Enter the numeric remote sub address, then press ***Enter***.

> ***Note:*** *Secure address locations require a password if the address is secure. Go to Step 18. If not go to Step 20.*

19. To add a password to the sub address,

    press **4** to select PWD; or to exit this option, go to step 20.



20. Enter the numeric remote sub address password, then press ***Enter***.
21. To exit the sub address option, press **1**.
22. To add an additional option, go to step 7. To exit, press **1** and go to step 22.
23. To assign additional One Touch numbers, repeat steps 2 – 21.
24. When you have completed the One Touch Key assignments, press ***Stop*** to return to the Standby Mode.

Presetting Group Numbers

If you frequently send faxes to the same group of telephone numbers, you can assign these numbers to a Group. Only Speed Dial or One Touch numbers can be assigned to a group. Preset group numbers can also be used for polling.

> ***Hint:*** *To print the Group Phonebook, press:*
>
>
>
> (See Chapter 12, “Reports”.)

It is a good idea to create the list of names and numbers before you actually start programming the machine. The following table lists the information that will be requested and comments on each of the fields.

Fields	Comments
Group Number	Any 50 numbers between 1 and 1999 (50 groups maximum).
Group Name	Maximum of 20 characters for each group.
Telephone Number Designation	Designate telephone numbers from those assigned to Speed Dial or One Touch dialing numbers. Maximum of 240 Speed Dial or 50 One Touch dialing numbers can be entered in a group.
One Touch Key Assigning	Each group can be assigned to a One Touch dialing key.

To preset numbers to a group:

1. Open the Access Cover and press:

Enter group number
or
[<] Back to previous
[Stop] to complete

2. Using the Numeric Keypad, enter the number (1-1999) you want to assign to this group.

Enter group number
Group nbr (1-1999): **25**

3. Press:

Enter

Group number:	**0025**
Group name (20 max):	

4. Using the Numeric Keypad and the Character Code Table, enter the Group name, then press ***Enter***.

Enter name
▮

5. Press the One Touch number you want to include in this Group, or enter the Speed Dial number and press ***Enter***.

Group number:	**0025**
Speed dial:	**15**
Enter Spd dial or OT	
[Enter] to complete	

6. Repeat step 5 to enter additional numbers.
7. When you entered each number you want to include in this group, press ***Enter***.

Group number:	**0025**
Press One Touch key	
to enter or	
[Enter] to skip	

> ***Hint:*** *Group Transmissions are easier if a group is linked to a One Touch Key.*

8. To assign this group to a One Touch key, press the ***One Touch*** key. To skip this step, press ***Enter***.
9. The Enter Group Number screen redisplays. Press ***Stop*** to return to the Standby Mode.

Programming Group Send

The Programmed Group Send feature allows you to send a document to multiple remote parties in a single operation. Using this process eliminates the time and labor required to dial and scan the same document for separate transmissions to different locations.

If a number is busy, the machine dials the rest of the numbers before returning to the busy number.

To preset a group, see “Presetting Group Numbers” in this Chapter.

> ***Note:*** *You can save dialing steps if you preassign a group number to a One Touch dial key when you program that group.*

To send a document to a programmed group:

1. Load the document face down in the Document Tray.
2. Select the desired ***Resolution*** and ***Contrast***.
3. Press ***Speed Dial***.

Phonebook
1. Speed dial
2. Alpha dial
3. Group dial

4. Press **3** .

> ***Note:*** *If the group is assigned to a One Touch Key, press that One Touch Key.*

Group nbr (1-1999):

5. Using the Numeric Keypad, enter the group number you want to use to send the document, then press ***Enter***.

The machine dials each number in the group and sends the document.

Deleting or Modifying a Group Number

1. Open the Access Cover and press:

Enter group number
or
[<] Back to previous
[Enter] to complete

2. Using the Numeric Keypad, enter the number of the Group you want to delete or modify, then press ***Enter***.

Enter Group number:
1. Delete
2. Modify
3. Retain

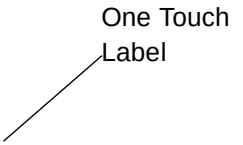
3. Select the Change option:

   To delete this group, press **1** .

   To modify this group, press **2** . (Refer to “Presetting Group Numbers” if necessary.)

   To exit without changing this group, press **3**

4. The Enter Group Number screen redisplays. Press ***Stop*** to return to the Standby Mode.


One Touch
Label

Deleting One Touch Dial Numbers

To delete a One Touch number:

1. Press:

Press One Touch key **or** **[<] Back to previous** **[Stop] to complete**

2. Press the One Touch key to delete.

One Touch key:	**03**
Already assigned	
One Touch key:	**03**
XEROX	

After 2 seconds….

One Touch key **1. Delete** **2. Retain**

3. To delete the One Touch key assignment, press 1.

   To retain the key assignment, press 2.

4. The One Touch Setup screen redisplays. Press ***Stop*** to return to the Standby Mode.

Setting the Department Codes

Use of the machine can be limited to authorized personnel within each department by setting up a Master Department Code and individual Department Codes. You can assign one Master Code and up to 49 Department Codes. The WorkCentre can then monitor the usage for each department.

The Master Department Code is used to setup and modify the Department Code information. During the setup procedure, you are prompted to enter a 5-digit Master Department Code. This code is required to perform any modifications; it is used as a Supervisory master key. The Master Code department number is preset to 01 by the WorkCentre.

The individual Department Codes are used to access and operate the WorkCentre. During the setup procedure, you can assign Department Numbers from 2-50. You are also prompted to enter a 5-digit Department Code for each department. As each department enters their assigned department code to access and operate the WorkCentre, the usage for each department is recorded on the Department Code Report. Refer to Chapter 12, “Reports” .

To setup Department Codes

1. Press:

Set Dept. code
1. Yes
2. No

CAUTION

If a master code has been assigned, selecting **2** deletes the programmed Master Code, resets to 01 and deletes all the Department codes.

2. To setup the Master Department Code, press **1**.
   To delete all programmed department codes and disable the Department Control feature, press **2**. Selecting this option deletes the Master Code and all department codes. Press ***Stop.***

> ***Note:*** *If the Master Number is assigned, go to step 6 to set additional Department Codes.*

Enter master code
Dept. code: 01
Dept. name (20 max):

> ***Note:*** *Department code 01 is reserved for the Master Code.*

After 2 seconds…

Enter name

3. Using the Numeric Keypad and Character Code Table, enter the name to assign to the Master Department, then press ***Enter.***

Enter master code
Dept. code: 01

SERVICE

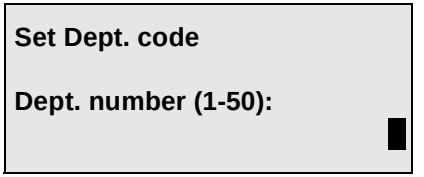
After 2 seconds…

Enter master code
Dept. number: 01
Master code:

4. Using the Numeric Keypad, enter the 5-digit master code to assign to the Master Department, then press ***Enter.***

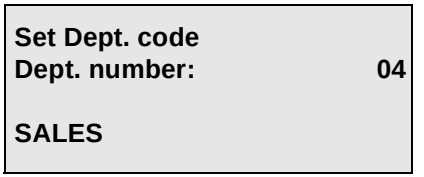
> ***Note:*** *The 5-digit Master Code is required to access the Department Code feature to perform any modifications. Please remember your Master Code.*

5. The Master Department Code entry is completed. To setup individual Department Codes, go to step 6. To exit this feature, press ***Stop***.

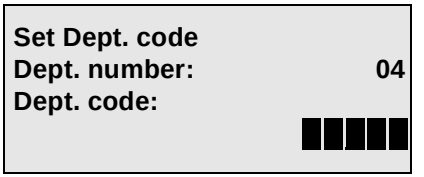


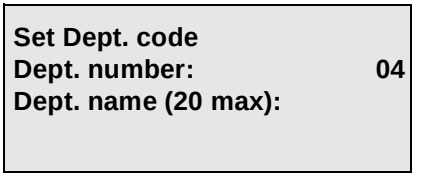
6. Enter a number between 2 and 50 to assign to this Department, then press ***Enter.***

7. Using the Numeric Keypad and Character Code Table, enter the name to assign to this Department (max 20 characters), then press ***Enter***. Refer to the “Character Entries” Section.



After 2 seconds…





After 2 seconds…

8. Using the Numeric Keypad, enter the 5-digit Department Code to assign to this Department, then press ***Enter***.

> ***Note:*** *The 5-digit Department Code is required to access and operate the Document WorkCentre.*

9. The Department Code entry is completed. To set additional Department codes, repeat steps 6 through 8. To exit this feature, press ***Stop***.

Changing the Department Code Settings

The “Master Department Code” is required to add, change, or delete the Department Code settings. This menu is not available to other department codes.

To add or change the Department Code settings:

1. From the “Enter Dept. code” screen, enter the Master Department Code, then press ***Enter***.
2. Press:

3. Select the Dept. Code option:

   To add or change Dept. codes, press **1**, then go to step 4.

CAUTION

To delete all department codes and disable the Department Control feature, press **2**, then press ***Stop*** to return to the Standby Mode.

4. Enter the Department number to change, then press ***Enter***.

   After 2 seconds…

Set Dept. code
1. Yes
2. No

5. To delete this Dept. code, press **1**.

   To modify this Dept. code, press **2**.

   To exit without changing this Dept. code, press **3**.

Set Dept. code **Already assigned** **Dept. number: 02** **Dept.**

Dept. number **1. Delete** **2. Modify** **3. Retain**

6. Modify the information as desired. If needed, refer to “Setting the Department Codes” procedure. Press ***Stop*** to exit.

Setting the Machine Default Settings

Error Correct - ECM Default Setting

Error Correction Mode (ECM) is an internationally-recognized error correction system. It enables communications with clean images since it automatically re-sends any portion of the document affected by line noise or distortion.

This feature cannot be accessed if a document is stored in memory.

> ***Note:*** *ECM must be set to On when the 33.6K BPS Modem is installed in your machine.*

- Both the sender and the receiver must have the ECM feature to perform ECM communications.
- Communication time is longer when transmissions are affected by interference.

To set the Error Correct-ECM default mode:

1. Press:

Error correct-ECM
1. On
2. Off

2. To enable ECM, press **1**.

   To disable ECM, press **2**.

3. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Long Original Setting

Using the Long Original setting enables the WorkCentre to scan long documents. The available length options are:

1 M:	Allows document sizes up to 1 Meter in length (39.4 inches). If a document longer than 1M is scanned, a "Paper Jam" occurs.
Any Length:	Allows any length document to be scanned.

> ***Note:*** *Selecting Any length turns off the document jam sensor.*

To set the Long Original setting:

1. Press:

Long original
1. 1m (39 Inches)
2. Any length

2. Select the Long Original option:

   To select 1m, press **1**.

   To select Any length, press **2**.

3. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Redial Count & Interval Setting*

When a document is reserved in memory and a job number is assigned, the machine automatically attempts to send the document according to the redial setting.

Using this procedure, you can set the length of time between redial attempts (Interval), and the number of times your machine redials a number.

The redial interval range is from 1 to 15 minutes, and the number of redials can be set between 0 and 14 attempts.

If the Resend Stored Fax feature is active and the machine exceeds the number of redials, your document is retained in memory (see Chapter 8, “Transmitting Documents”).

To change the Interval and Number of redials:

1. Press:

Redials
1. Interval
2. Number of redials

2. Select the Redial Mode you want to change:

   To select Interval, press 1, then go to step 3.

   To select Number of redials, press 2, then go to step 5.

* Not allowed in all markets.

3. Using the Numeric Keypad, enter the number of minutes you want the machine to wait before redialing, then press ***Enter.*** You must use a leading 0.

Redials	
Interval	**(01-15) min. 01**

4. The menu selection screen redisplays. If you selected **1** , press ***Stop*** to return to the Standby Mode, or enter 06 to go to redials screen again.
5. If you selected **2** , use the Numeric Keypad to enter the number of times you want the machine to redial the number, then press ***Enter.*** Must use leading 0.

Redials	
Redials:	**(00-14): 01**

6. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode, or enter 06 to go to redials screen again.

Resolution & Contrast Setting

The default settings can be changed during a transmit or copy operation by pressing the ***Contrast*** and ***Resolution*** keys on the Control Panel.

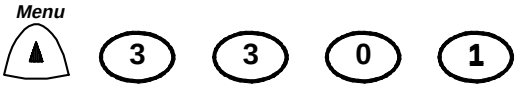
The following tables define the available default Contrast and Resolution settings:

Resolution selection	**Description**
Standard	Use for sending normal text and graphics. Selected when Resolution LED is off.
Fine	Use for documents with small characters (newspaper print, etc.).
Superfine	Use for documents containing very detailed print.

Contrast selection	**Description**
Normal	Use for documents printed with ordinary image density. Selected when the Contrast LED is off.
Lighten	Use for documents with dark print that need to be adjusted to print lighter.
Darken	Use for documents with light or faint print that need to be adjusted to print darker.

To change the Contrast & Resolution:

1. Press:



Resolution
1. Standard
2. Fine
3. Superfine

2. Select the Resolution:

   To select Standard, press **1**.

   To select Fine, press **2**.

   To select Superfine, press **3**.

Contrast
1. Normal
2. Darken
3. Lighten

3. Select the Contrast:

   To select Normal, press **1**.

   To select Darken, press **2**.

   To select Lighten, press **3**.

4. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Power Saver Setting

The Power Saver function allows you to turn the power off to save power consumption. If the Power Saver function is On, a warm up period is needed before printing occurs. There are two Power Save modes with this machine, Super Power Save and Printer Power Save.

- Super Power Save - Turns all the power off to minimize power consumption. Select one of three modes, Automatic, Manual or Off:

  Automatic mode: Enters the Power Saver Mode automatically when in the Standby Mode for the pre-set time period.

  Manual Mode: Enters the Power Saver Mode when the Power Save key on the control panel is pressed. If the machine is in the Standby Mode when the Power Save key is pressed, it enters the Power Saver Mode immediately. If the Power Save key is pressed while the machine is not in the Standby Mode, it enters the Power Saver Mode after returning to the Standby Mode.

  Off: Disables the Super Power Saver mode and the Printer Power Saver mode button on the control panel.

1. Press:

Super power save
1. Automatic
2. Manual
3. Off

2. Select the Super Power Save mode:

   To select the Automatic mode, press 1. Then, go to Step 3.

   To select the Manual mode, press 2. Then, go to Step 4.

   To select Off, press 3. Then, go to Step 4.

Entering time **Time (n-60min)** **1**

3. When you select the Automatic mode, using the Numeric Keypad, enter the time period (in minutes) for standby before the machine enters the Super Power Save mode automatically.
4. When you select the Manual mode or Off, select the default for the Printer Power Save mode

- Printer Power Save - Turns the printer heater off to save power consumption.

Press:

.

Select the Manual mode, press 2 . Then, go to Step 4.

Printer power save **1. On** **2. Off**

To enable the Printer Power Save mode, press 1 .

To disable the Printer Power Save mode, press 2 .

5. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Print Resolution Setting

When the machine is powered on, the maximum Print Resolution is automatically selected according to the size of memory installed.

The Print Resolution can be changed to improve print quality, but, the size of image storing memory will decrease. Refer to Chapter 17, “Image Memory”.

> ***Note:*** ** For a WorkCentre 635 without optional memory the resolution is fixed at Fine (no selection are available).*

To change the Print Resolution:

1. Press:

Print Resolution
1. Fine
2. Extra fine*
3. Super fine**

2. Select the Print Resolution Option:

   To select Fine, press **1**.

   To select Extra fine, press **2**.

   To select Super fine, press **3**.

3. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

> ***Note:*** ** Available only when 2MB or more optional memory is installed.*
> *** Available only when 4MB optional memory is installed.*

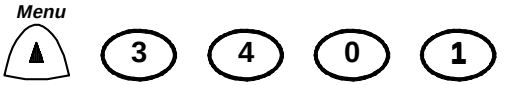
Refuse Junk Mail Setting

This feature prevents your machine from receiving documents from unknown parties. Documents are received only from those parties whose telephone numbers are assigned to your machine phonebook.

Refuse Junk Mail is effective only on incoming calls in the Auto Receive Mode. (See “Setting the Answer Mode” in chapter 6.)

To enable the Refuse Junk Mail feature:

1. Press:



Refuse junk mail
1. On
2. Off

2. Select the Refuse Junk Mail option:

   To enable the Refuse Junk Mail feature, press **1**.

   To disable the Refuse Junk Mail feature, press **2**.

3. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Ringer Volume Setting

Use this feature to adjust the WorkCentre Ringer Volume. The volume range is from 1 (low) to 7 (high).

To adjust the Ringer volume:

1. Press:

Ringer volume

Volume (1-7):

4

Note: *The current setting is displayed on the bottom right of the display.*

2. Using the Numeric Keypad, enter the Ringer Volume setting from 1-7, then press ***Enter***.
3. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.

Remote Access Setting

This feature allows a remote Xerox test facility or service center to perform diagnostic tests on your machine.

There are three Remote Access selections: Always On, One Time Access, and Always Off.

1. Press:

Remote access
1. Always on
2. One time access
3. Always off

To select the Always On, press **1**.

To select the One Time Access, press **2**.

To select the Always Off, press **3**.

2. The menu selection screen redisplays. Press ***Stop*** to return to the Standby Mode.