3   Getting Started

This chapter contains step-by-step procedures to program the machine settings and set up the most commonly used facsimile features. To get you started quickly, basic steps to send, receive, and copy a document are also provided.

For additional setup functions, refer to the appropriate chapter.

Setting the Machine Language

The WorkCentre is capable of displaying and printing in various languages.

> ***Note:*** *Available Languages may vary depending on your location. If not available, "Not Allowed Now" will display.*

To change the machine language:

1. Press:

Menu

| 1. XXXXX |
| 2. XXXXX |
| 3. XXXXX |
| 4. XXXXX |

2. Use the Numeric Keypad to select the desired language, then press ***Enter***.

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

Setting the Date and Time

The WorkCentre shows the date and time in the display when in the Standby Mode. The date and time information is used by the internal clock to start delayed jobs and record data on faxes and reports. In addition, you can program the WorkCentre to print the date and time on documents that you send and receive.

For more information on printing the date and time on your documents see "Setting the Send Header" and "Setting the Receive Footer" later in this chapter.

To set the Date & Time:

1. Press:

Menu   ▲   **3**   **1**   **0**   **4**

> **Time format**
> **1. 24 hour**
> **2. 12 hour**

2. Select the Time format:

   To select 24 hour format, press **1** .

   To select 12 hour format, press **2** .

> **Date & time**
>
> **DD-MM-YY   HH:MM   DAY**
> **00-00-00   00:00**

3. Using the Numeric Keypad and the arrow keys, enter the date, time and day, then press **Enter**.

> **Date format**
> **1. MM-DD-YY**
> **2. DD-MM-YY**
> **3. YY-MM-DD**

4. Select the Date format.

   To display the date in the order of Month/Day/Year,

   press **(1)** .

   To display the date in the order of Day/Month/Year,

   press **(2)** .

   To display the date in the order of Year/Month/Day,

   press **(3)** .

> **Month format**
> **1. Numeric**
> **2. Name**

5. Select the Month format.

   To display the Month number, press **(1)** .

   To display the abbreviated Month name, press **(2)** .

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

Setting your Machine ID and System Password*

The Machine ID identifies your machine to the remote machine when they communicate. The Machine ID must identify the person or company that sends the documents and appear on each transmitted page.

The System Password is used for Secure Relay or Xerox Mailbox operations.

> ***Note:*** *For assistance entering alpha or Special Characters, refer to Chapter 4, "Programming the Machine".*

> ***Note:*** *U.S. Regulations require that your fax transmittals include your name (business or individual), telephone number, date, and time.*

To set your Machine ID and System Password:

1. Press:

Menu
▲   3   1   0   3

Machine ID

Name (40 max):

After 2 seconds...

Enter name

█

*This feature is not allowed in all markets.

2. Using the Numeric Keypad and the Character Code Table in Chapter 4, enter your identification name and press **Enter**.

> **Country code?**
> **1. Yes**
> **2. No**

Note: If 1 is selected, the "+" symbol is automatically displayed at the beginning of the fax telephone number indicating a Country Code can be entered. If 2 is selected, international communication can be entered manually when dialing.

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3. Select the Country Code option:

    To enter a Country Code, press **(1)**.

    To skip entering a Country Code, press **(2)**.

> **Machine ID**
>
> **Fax number (20 max):**
> █

4. Using the Numeric Keypad, enter the machine telephone number then press **Enter**.

Machine ID

System password:
████████

Note: *The System Password is required when using Secure Relay and Xerox Mailbox functions. If these features are not to be used, press **Enter** to skip this function.*

5. Enter the System Password (if desired), then press **Enter**.

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

If you wish to remove the System Password, perform the steps above. Then, when System Password is displayed, enter a single character, then press the back arrow, then press **Enter.**

Setting the Dial Mode*

Your machine must be set to the dialing mode compatible with your telephone line requirements. The Dial Modes supported are tone and pulse. Pulse is sometimes referred to as rotary dial.

If your machine is connected to a PBX system, you may need to enter a number to access the outside telephone line.

To set the Dial Mode:

1. Press:

Menu

▲ (**3**) (**1**) (**0**) (**5**)

Dial mode
1. Tone
2. Pulse

2. Select the Dial Mode.

To select tone, press (**1**) .

To select pulse, press (**2**) .

Enter outside number

Call number (10 max):
█

3. Enter the number required to access an outside line, then press **Enter.** (If no number is required, press **Enter**.)

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

* This feature not allowed in all markets.

Setting the Send Header

With this feature enabled, your Send Header information is printed at the top of each page you send. When enabling the Send Header feature, you can specify where the header is to be printed "inside" or "outside" the document data area. If "Inside" is selected and sending data exists near the top edge of the paper, the header information and data may overlap. If "Outside" is selected, the header information is printed at the top of the page and the document is printed below to avoid overlapping.

The following information is printed on the Send Header:

- Date
- Start Time
- Transmitting Station ID (name & telephone number)
- Transmission Serial Number - The machine automatically assigns a three digit number. This number is used on confirmation reports or error reports.
- Page Number/Total Number of Pages
- Job or File Number

To enable the Send Header:

1. Press:

Menu

(▲)   (3)   (4)   (0)   (4)

Send header
1. Inside
2. Outside
3. Off

2. Select where you want the fax header to be printed.

To print the header in the document area, press (**1**) .

To print the header above the document area, press (**2**) .

To not print a header, press (**3**) .

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

Setting the Receive Footer

A Receive Footer option is available which enables the WorkCentre to print a receive footer on each received page.

The Receive Footer displays the following information:

- Footer Message
- Date
- Start Time
- Transmitting Station ID
- Receiving Station ID
- Page Number

To enable the Receive Footer:

1. Press:

Menu

▲ 3 4 0 5

```
Receive footer
1. On
2. Off
```

2. Select the Receive Footer option:

    To enable the Receive Footer, press **1** .

    To disable the Receive Footer, press **2** .

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

Loading Documents

The Document Tray holds up to 50 documents for transmitting or copying. Refer to the following specifications for the range of documents that can reliably scan through the machine. If a document does not meet these specifications, make a copy on a copier using bond paper, then insert the copied image in the Document Tray.

Document Specifications

The following table lists the sizes, types, and quantities of paper that can be loaded into the Document Feeder for copying or faxing.

	Single Sheet	**Multiple Sheets**
Max. Document Size	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]
Min. Document Size	5.8 in. (W) x 3.9 in. (L) [148mm (W) x 100mm (L)]	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]
Effective Scanning Width	8.5 inches [216 mm]	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]
Max. capacity of the Document Feeder	N/A	50 sheets (Letter/A4 size) 20 sheets (Legal size)
Thickness of Document	.002 in. to .006 in. (.05mm to .15mm)	.003 in. to .005 in. (.06mm to .12mm)

Avoid the following types of documents which can cause jams:

- Torn, wrinkled, curled, or folded sheets
- Sheets with punched holes
- Transparencies
- Sheets with paper notes attached
- Coated or shiny sheets
- Carbon or carbon backed sheets
- Extremely thin or thick sheets

To load documents:

Load the document face down in the document tray. Adjust the document guide to fit the width of the document. Angle the stack to optimize feeding performance. To cancel a document in the ADF, press **Stop**.

Document

45°

062
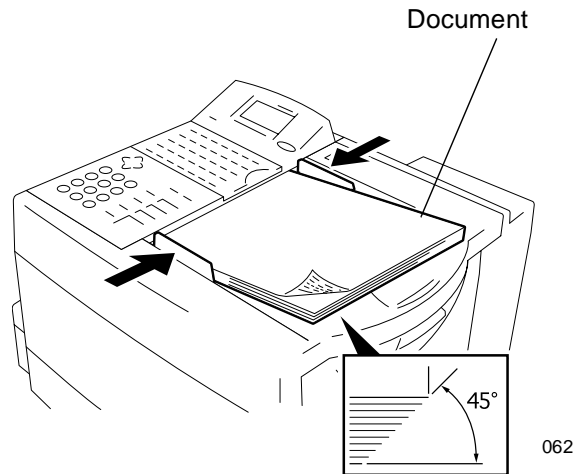
Selecting the Scan Resolution

The **Resolution** key selects the scan mode for copying, transmitting, or storing a document in memory. The scan resolution can be set to one of five settings based on the type of image you are scanning.

The resolution can be changed during a transaction. To select the resolution of the first page, load the document and press the **Resolution** key until the desired resolution is indicated by the Resolution LED. To change the setting for any subsequent pages, reset the resolution before the desired page scans.

The default resolution setting is standard only on the base machine. The machine returns to the default setting after each transaction.

> **Hint:**   *To change the default resolution setting, press:*
>
> **Menu**
> ▲ (3) (3) (0) (1)
>
> (See Chapter 4, "Resolution and Contrast Default Setting".)

The following table describes the available resolution selections:

Resolution selection	Description
Standard	Use for sending normal text and graphics. Selected when the Resolution LED is off.
Fine	Use for documents with small characters (newspaper print, etc.).
Superfine	Use for documents containing very detailed print.
Photo Fine	Use for photos or documents with colors or shading with low contrast images.
Photo Superfine	Use for very detailed photos or documents with colors or shading with high contrast images.

If you choose a resolution and the receiving machine does not have an equivalent, the WorkCentre chooses the next highest resolution compatible with the remote machine. If you do not know the remote machines resolution capability, it is recommended that you use the Direct Send mode when Superfine Photo is selected. In Direct Send mode, the WorkCentre determines the receive resolution prior to scanning the document. The document is then scanned at the compatible receiver resolution resulting in better print quality.

To select the Scan Resolution:

Press the **Resolution** key until the required resolution mode is indicated by the Resolution LED.

> *Note:* *When the resolution LED is not illuminated, the Resolution setting is Standard.*

Selecting the Scan Contrast

The Contrast setting adjusts the print darkness of the copy or transmitted document. The default contrast setting is normal on base machine. The machine returns to the default setting after each transmission.

> *Hint:* *To change the default contrast setting, press:*
>
> **Menu**
> ▲ (3) (3) (0) (1)
>
> (See Chapter 4, "Resolution and Contrast Default Setting".)

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

To select the Scan Contrast:

Press the **Contrast** key until the required contrast mode is indicated by the Contrast LED

> **Note:**   *When the Contrast LED is not illuminated, the Contrast setting is Normal.*

Quick Start

To Receive

The default answer mode is Auto answer. When the remote party calls to send you a document, your WorkCentre automatically receives and prints the document.

To Send

1.   Load a document face down in the Document Tray.

2.   Using the Numeric Keypad, enter the telephone number of the remote fax.

3.   Press **Start**.

To Copy

1.   Load a document face down in the Document Tray.

2.   Press **Copy**.

3.   Enter the number of copies.

4.   Press **Start**.