

Xerox[®] 700 Digital Color Press

System Administration Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Product Overview

Note

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Customer documentation updates

You can get the latest customer documentation updates for your product by going to www.xerox.com. Be sure to periodically check this website for the latest information for your product.

Power on/off

Switch the power on before operating the machine. The machine will take about 5 minutes to warm up before you can start making copies after the power is switched on.

Turn the machine off at the end of the day or when it is not in use for a long period of time. Use the Power Saving feature when the machine is not in use for a while to reduce power consumption.

Note

If the power is off, all functions of the machine will stop.

Powering on

Open the cover and press the power switch to the [I] position to turn the power on.

Note

The “Please wait...” message indicates that the machine is warming up. The machine cannot be used while it is warming up.

Powering off

Note

Switching the machine power off may cause loss of data being processed.

1. Before turning the power off, make sure that all copy or print jobs have completely finished. Also, make sure that the Online indicator is not lit.

Note

Never turn the power off in the following instances:

- While data is being received
 - While data is being sent (FTP/SMB/e-mail)
 - While jobs are being printed.
 - While jobs are being copied
 - While a scan is being executed
 - While data is being imported from computer
2. Press the power switch to turn your machine off.

Tip

Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.

Note

Before you turn the power back on after turning it off, first make sure that the display has gone out.

Entering the System Administrator Mode

1. Press the **Log In/Out** button on the control panel.
2. Use the numeric keypad to enter the System Administrator ID, then touch **Enter**.

Note

The default ID is **11111**.

3. Press the **Machine Status** button on the control panel.
4. Touch the **Tools** tab.
5. Select the appropriate Mode, Group, and Feature.

Exiting the System Administrator Mode

1. Press the **Log In/Out** button on the control panel.
2. When the Logout screen appears, touch **Logout**.

Power Saver Mode

The machine is installed with a Power Saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

The machine then enters the Sleep mode if a further preset time elapses.

Low Power Mode

In this mode, the power to the UI and fuser unit is lowered to save power. The display goes out, and the Power Saver button on the Control Panel lights. To use the machine, press the Power Saver button. The Power Saver button goes out to indicate that the Power Saver feature is canceled.

Sleep Mode

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the Power Saver button on the Control Panel lights. To use the machine, press the Power Saver button. The Power Saver button goes out to indicate that the Power Saver feature is canceled.

Changing the Power Saver Mode time interval

To activate the Power Saver feature, set the Sleep Mode button to Enabled, and set the Low Power Mode and the Sleep Mode time intervals as follows:

Note

The amount of time that passes before the machine enters Low Power Mode and Sleep Mode can be specified in 1 minute increments, from 1 to 240 minutes for each mode.

1. Enter the System Administrator Mode.
2. Press the **Machine Status** button on the control panel.
3. Touch the **Tools** tab.
4. Touch **System Settings**, then touch **Common Service Settings**.
5. Touch **Machine Clock / Timers**.
6. Touch **Power Saver/Energy Saver Timers**, then touch **Change Settings**.
7. Using the up/down arrow buttons, configure a power saver mode migration time from 1 to 240 minutes, in 1 minute increments.
 - a. From **Last Operation to Low Power Mode**: Set the time to move to the Low Power Mode after the last operation.

Note

The default for **From Last Operation to Low Power Mode** is 15 minutes.

- b. From **Last Operation to Sleep Mode**: Set the time to move to the Sleep Mode after the last operation.

Note

The default for **From Last Operation to Sleep Mode** is 60 minutes. Configure the **From Last Operation to Sleep Mode** time to be longer than the **From Last Operation to Low Power Mode** time.

8. Touch **Save**.
9. Touch **Close**.
10. Exit the System Administrator Mode.

Exiting the Energy Saver Mode

The Energy Saver mode is exited in the following instances:

- By pressing the **Energy Saver** button
- Receiving Print Data

Press the **Energy Saver** button.



System Settings

2

The System Administrator Tools enable system administrators to set-up, customize, and maintain the machine. Some of the settings in these options are critical to the operation of the machine. The tools are password protected so that they cannot be accidentally changed or corrupted.

Note

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your copier/printer. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the screens provided in this guide are a representation of the type of screens that may be seen on your particular system.

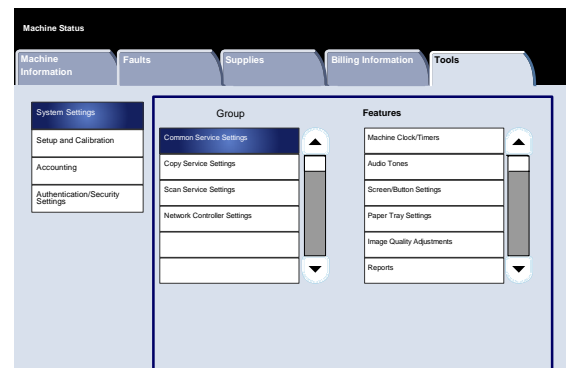
Accessing the System Administrator Menu

1. Select the **Machine Status** button.
2. Enter the **System Administrator's Login ID** in the field provided.
3. Touch **Enter** on the touch screen.
4. Press the **Machine Status** button on the control panel.
5. Touch the **Tools** tab.

Overview

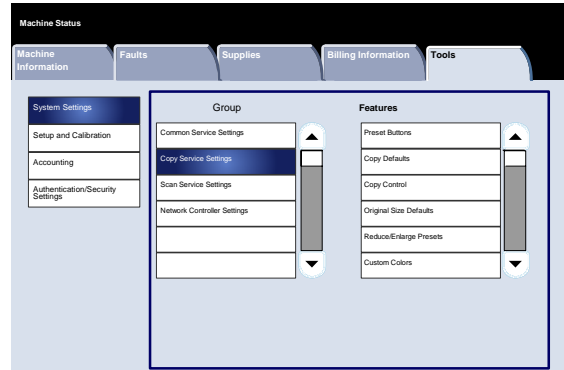
Common Service Settings

These settings relate to the machine itself.



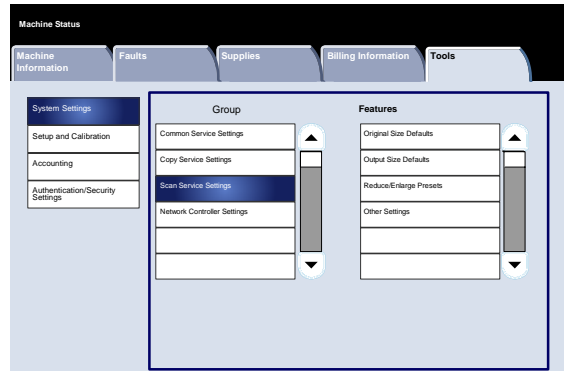
Copy Service Settings

You can set the copy feature defaults, copy operation control, button functions, and so on.



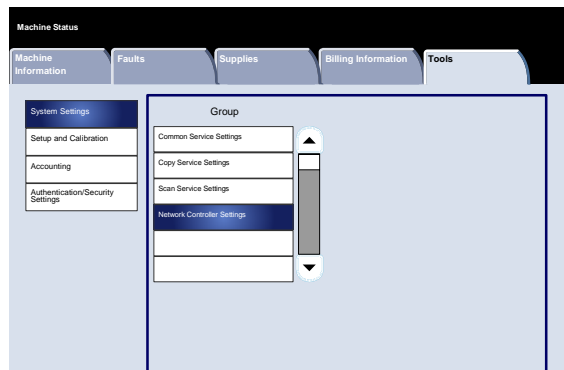
Scan Service Settings

You can set the scanner feature defaults, button functions, and other items.



Network Controller Settings

You can set the ports, protocols, etc.



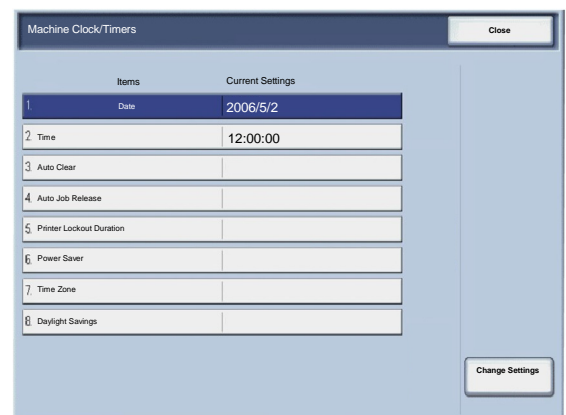
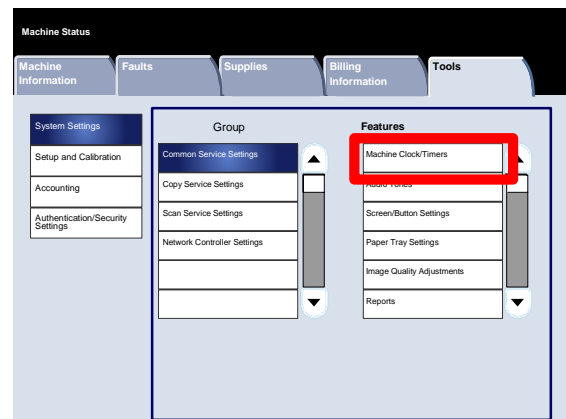
Common Service Settings

Machine Clock/Timers

You can use the **Machine Clock / Timers** screen to set the clock time, or the timer interval until power saving or reset features take effect.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Machine Clock / Timers**.
6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Date

- Sets the date in the in the system clock of the machine. The date set here is printed on lists and reports.

Time

- Sets the time in the system clock of the machine, using 12-hour or 24-hour representation. The time set here is printed on lists and reports.

Auto Clear

- If the specified time period elapses with no operation, the machine automatically returns to the initial screen.

Auto Job Release

- If an error occurs during a copy or scan job, this setting specifies the time that elapses until the current job is automatically cleared.

Printer Lockout Duration

- Sets the time from the start to the end of printer lockout. If you select Off, no printer lockout occurs.

Power Saver/Energy Saver Timers

- Allows the amount of time specified to elapse before the machine enters Low Power Mode or Sleep Mode.

Time Zone

- Sets the time difference from Greenwich Mean Time (GMT).

Daylight Savings

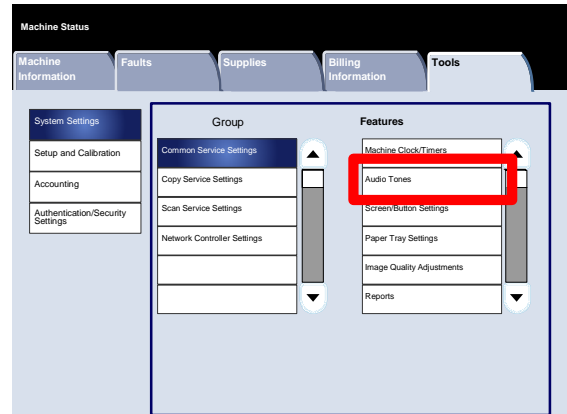
- With this feature enabled, the machine automatically adjusts the current time when the summer time starts and ends.

Audio Tones

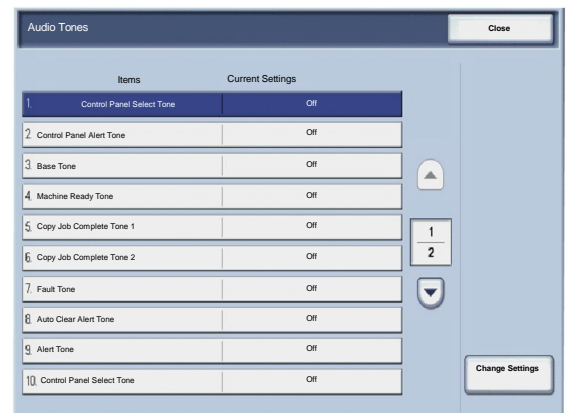
The **Audio Tones** screen allows you to select whether or not to sound an alarm, for example when a job ends or there is a fault.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Audio Tones**.



6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Control Panel Select Tone

- Select the volume level that sounds when a button displayed on the screen is correctly selected. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Control Panel Alert Tone

- Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Base Tone

- For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. This is the sound made when the Interrupt button is released. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Machine Ready Tone

- Set the volume level that sounds when the machine is ready to copy or print or after the machine powers on. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Copy Job Complete Tone 1

- Select the volume level that sounds when the machine successfully completes the copy cycle. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Copy Job Complete Tone 2

- Select the volume level that sounds when the machine successfully completes the copy cycle. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Non-Copy Job Complete Tone

- Select the volume level that sounds when the machine completes a job other than a copy job. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Fault Tone

- Select the volume level that sounds when there is an error termination. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Auto Clear Alert Tone

- Select the volume level that sounds when the automatic clear feature is enabled. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Stored Programming Tone

- Select the volume level that sounds when the Stored Programming feature is enabled. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Alert Tone

- Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Out of Paper Warning Tone

- Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from Loud, Normal, and Soft. To disable the sound, select Off.

Low Toner Alert Tone

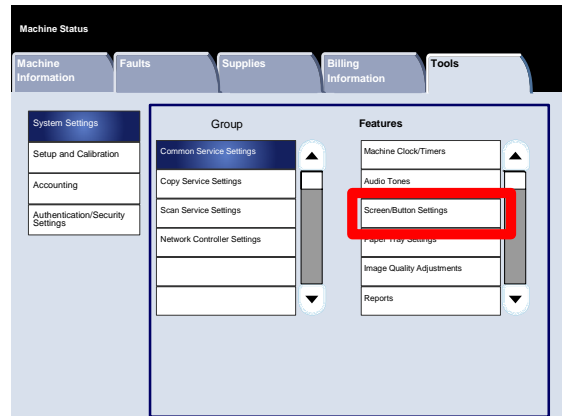
- Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from Loud, Normal, and Low. To disable the sound, select Off.

Screen/Button Settings

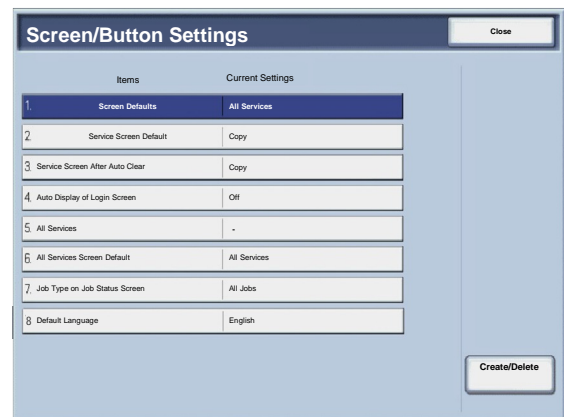
The **Screen / Button Settings** screen allows you to set the initial screen display when the power is turned on.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Screen / Button Settings**.



6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Screen Defaults

- Allows you to assign the screen default when the machine powers on (Services, Job Status, or Machine Status).

Service Screen Default

- Allows you to assign the Service Screen default (Copy/Network Scanning/All Services/etc.).

Service Screen After Auto Clear

- Allows you to assign the Service Screen after auto clear (choose between the last selection screen or the All Services screen).

Auto Display of Login Screen

- Allows you to display the login screen automatically.

All Services

- From this screen, you can select the specific buttons and their layout as they will appear on the All Services screen when the All Services button on the control panel is pressed.

All Services - Screen Default

- From this screen, you can select whether or not the All Services Screen displays a functional description of the button selected.

Job Type on Job Status screen

- Allows you to select the job types that you want displayed on the Completed Jobs tab of the Job Status screen when the Job Status button on the control panel is pressed.

Default Language

- Allows you to specify the default language that appears on the User Interface.

Paper Tray Settings

The **Paper Tray Settings** screen allows you to set the items relating to the paper and trays, including the types of paper loaded in each tray, the priority order of the trays, the priority order of the paper types, custom paper information, etc.

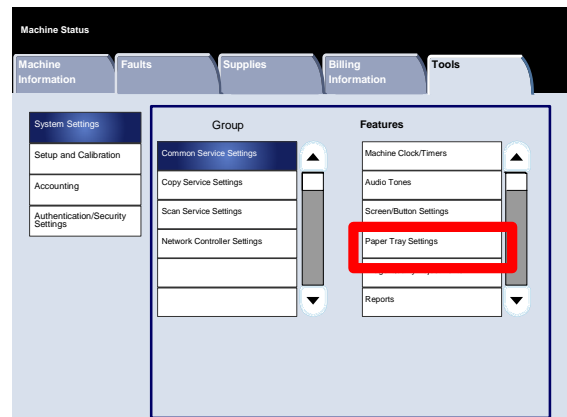
Follow the screen instructions to change the settings.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Common Service settings**.

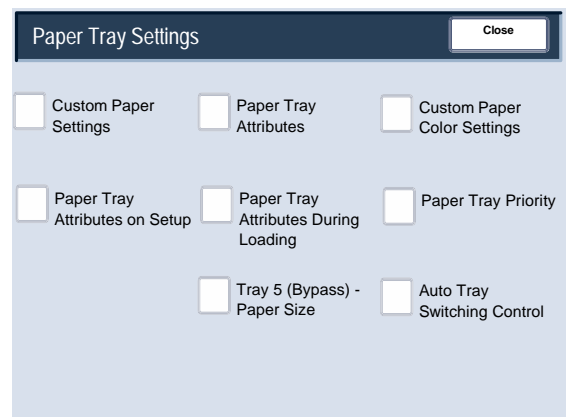


5. Touch **Paper Tray Settings**.

6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.



9. Touch **Save**.

10. Touch **Close**.

11. Exit the System Administration Mode.

Paper Tray Settings

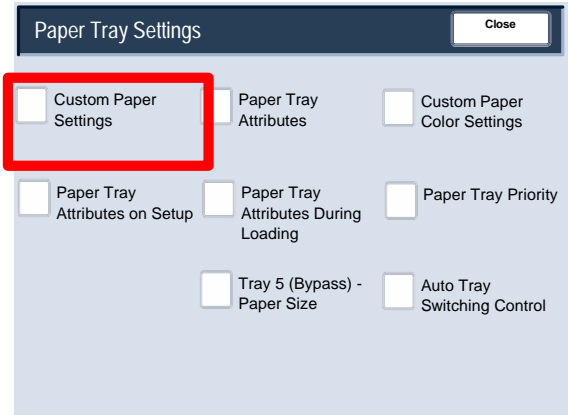
Custom Paper Settings

You can set a custom name for paper loaded in the machine. A maximum of twelve characters can be entered for each custom paper name.

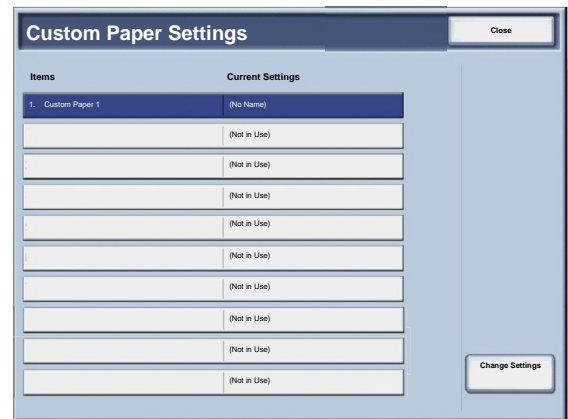
1. From the **Paper Tray Settings** screen, select **Custom Paper Settings**. The Custom Paper screen opens.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select **Name**, and touch **Change Settings**.
4. Enter the desired name for Custom Paper 1.
5. Select **Save** to save the name and return to the previous screen.
6. Select the item to be set or changed, and select **Change Settings**.
7. Follow the screen instructions to change the settings.
8. Touch **Save**.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administrator Mode.

Adjust Paper Curl

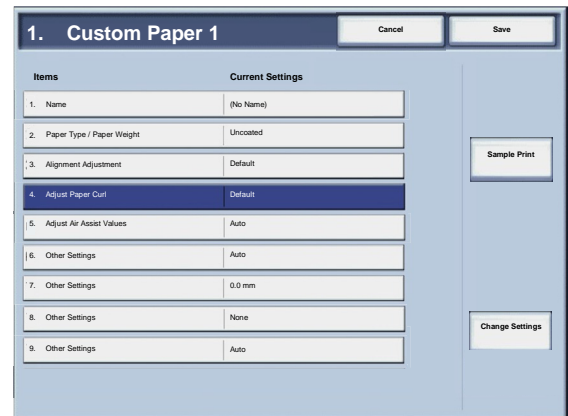
1. From the **Paper Tray Settings** screen, select **Custom Paper Settings**. The Custom Paper screen opens.
 2. Select the item to be set or changed, and select **Change Settings**.
 3. Select **Name**, and touch **Change Settings**.
 4. Enter the desired name for Custom Paper 1.
 5. Select **Save** to save the name and return to the previous screen.
 6. Touch **Adjust Paper Curl**.
 7. Touch **Change Settings**.
 8. Select the appropriate Adjust Paper Curl option:
 - a. If paper curl is a problem, use one of the preset paper types, such as Type A, B, or C. One of these settings usually eliminates the problem. These profiles settings cover a broad range of paper variables, image coverage, and environmental factors.
- For example:
- If the System Default is not correcting curl, select Decurler Paper Type A.
 - If Decurler Paper Type A is not correcting curl, select Decurler Paper Type B.
 - If Decurler Paper Type B is not correcting curl, select Decurler Paper Type C.
- b. If Types A, B, or C are not correcting the paper curl, select one of the custom paper curl options Type 1-10, select **Change Settings**, and continue to the next step.



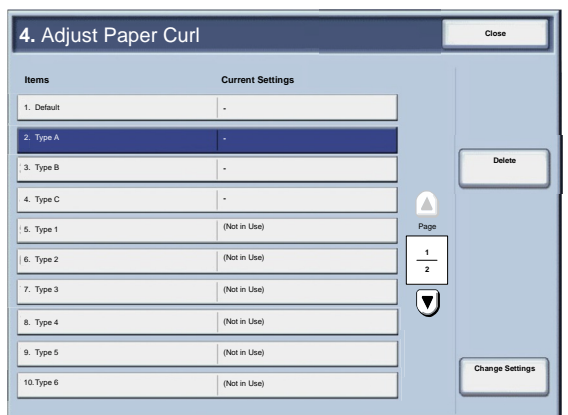
The **Paper Tray Settings** screen has a title bar with the text "Paper Tray Settings" and a "Close" button. Below the title bar, there are several settings options, each with a checkbox. The "Custom Paper Settings" option is highlighted with a red rectangle. Other options include "Paper Tray Attributes", "Custom Paper Color Settings", "Paper Tray Attributes on Setup", "Paper Tray Attributes During Loading", "Paper Tray Priority", "Tray 5 (Bypass) - Paper Size", and "Auto Tray Switching Control".



The **Custom Paper Settings** screen has a title bar with the text "Custom Paper Settings" and a "Close" button. Below the title bar, there is a table with two columns: "Items" and "Current Settings". The table has 10 rows, each representing a custom paper profile. The first row is "Custom Paper 1" with a "Current Settings" of "(No Name)". The other rows are labeled "(Not in Use)". To the right of the table is a "Change Settings" button.

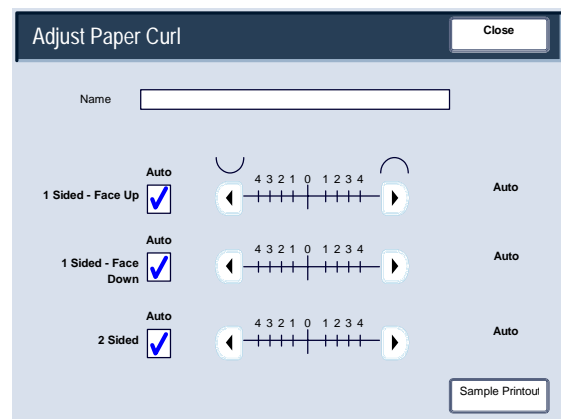


The **1. Custom Paper 1** screen has a title bar with the text "1. Custom Paper 1", a "Cancel" button, and a "Save" button. Below the title bar, there is a table with two columns: "Items" and "Current Settings". The table has 9 rows, each representing a setting for Custom Paper 1. The settings are: "Name" (No Name), "Paper Type / Paper Weight" (Uncoated), "Alignment Adjustment" (Default), "Adjust Paper Curl" (Default), "Adjust Air Assist Values" (Auto), "Other Settings" (Auto), "Other Settings" (0.0 mm), "Other Settings" (None), and "Other Settings" (Auto). To the right of the table is a "Sample Print" button and a "Change Settings" button.



The **4. Adjust Paper Curl** screen has a title bar with the text "4. Adjust Paper Curl" and a "Close" button. Below the title bar, there is a table with two columns: "Items" and "Current Settings". The table has 10 rows, each representing a paper curl option. The options are: "Default" (-), "Type A" (-), "Type B" (-), "Type C" (-), "Type 1" (Not in Use), "Type 2" (Not in Use), "Type 3" (Not in Use), "Type 4" (Not in Use), "Type 5" (Not in Use), and "Type 6" (Not in Use). To the right of the table is a "Delete" button, a "Page" indicator showing "1" and "2", and a "Change Settings" button.

9. Assign your desired parameters to the custom paper curl Type (1-10) option:
 - a. Touch the **Name** field.
 - b. Use the touch screen keyboard to enter a name.
 - c. Touch **Save**.
 - d. Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.
 - You can select **Auto**, or use the arrow buttons to select the correct amount of curl.
 - To check the results, use the **Sample Printout** button.
 - e. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administrator Mode.



Adjust Air Assist Values

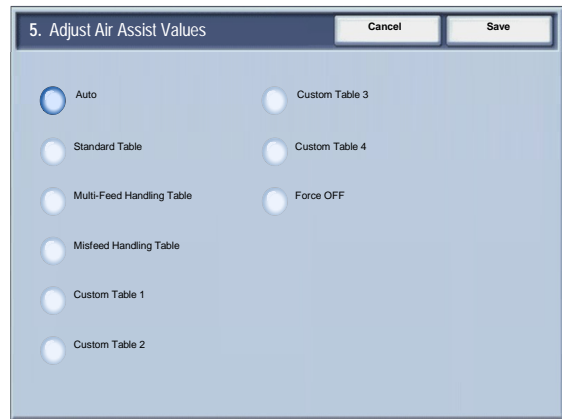
Note

The **Air Assist Values** option is available only if your machine has an optional Oversized High Capacity Feeder (OHCF), 1-drawer or 2-drawer, attached to it. The **Air Assist Values** option allows you to optimize and control the environmental conditions in the OHCF paper tray(s), thereby ensuring optimum print capability.

1. From the **Paper Tray Settings** screen, select **Custom Paper Settings**. The Custom Paper screen opens.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select **Name**, and touch **Change Settings**.
4. Enter the desired name for Custom Paper 1.
5. Select **Save** to save the name and return to the previous screen.

6. Select the **Adjust Air Assist Values** option and select the **Change Settings** button.
7. From the **Adjust Air Assist Values** screen, select the desired option which will best suit your environment and print/copy jobs:

- **Auto:** This is the default setting. With this option the paper tray blowers automatically adjust using settings that are optimized for Xerox papers.
- **Standard Table:** Select this setting when the **Auto** option does provide the OHCF with optimum feed capability. This setting uses a preprogrammed look-up table that uses the best-known set of values for the paper that is programmed for the OHCF.



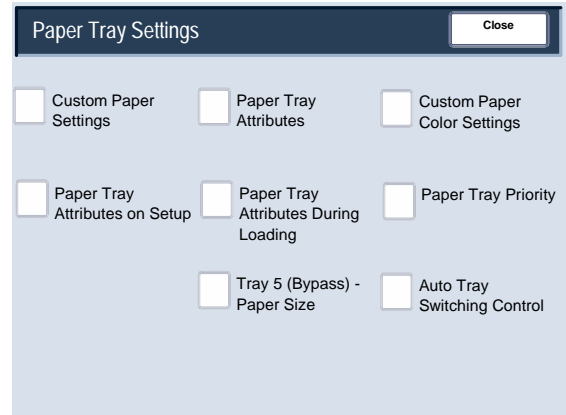
- **Multi-Feed Handling Table:** Select this option if you want the paper tray blower automatic settings to incrementally adjust in order to reduce multifeeds.
- **Misfeed Handling Table:** Select this option if you want the paper tray blower automatic settings to incrementally adjust in order to reduce misfeeds.
- **Custom Table 1, 2, 3, 4:** With these four options, the paper tray blowers are controlled by parameters that are set by your Service Representative.
- **Force OFF:** Select this option if you want the paper tray blowers always switched off; in this mode, the blowers are not automatically controlled. This mode is reserved for special media.

8. Touch **Save**.
9. Touch **Confirm**.
10. Touch **Close**.
11. Exit the System Administration Mode.

Paper Tray Settings

Paper Tray Attributes

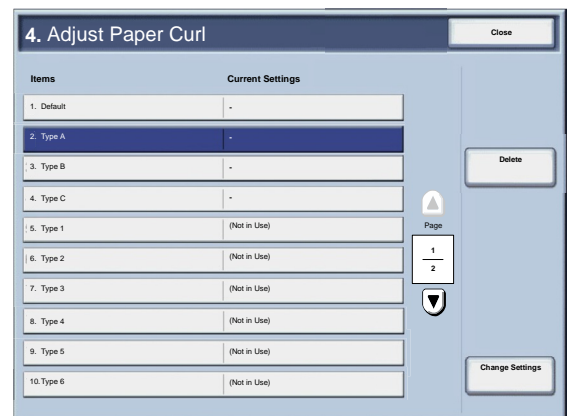
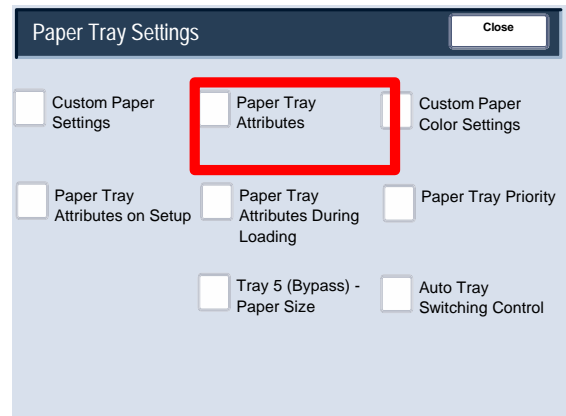
Use the options on this screen to configure settings for Paper Size, Paper Type, Paper Weight, Paper Color, Paper Curl, and Alignment for the paper tray you selected.



1. From the **Paper Tray Settings** screen, select **Paper Tray Attributes**.
2. Select the appropriate paper tray.
3. Touch **Change Settings**.
4. Touch **Change Settings**.
5. Follow the screen instructions to change the **Paper Size, Paper Type and Weight, Paper Color, Paper Curl, and Alignment Adjustment** settings.
6. Touch **Save**.
7. Touch **Confirm**.
8. Touch **Close**.
9. Exit the System Administration Mode.

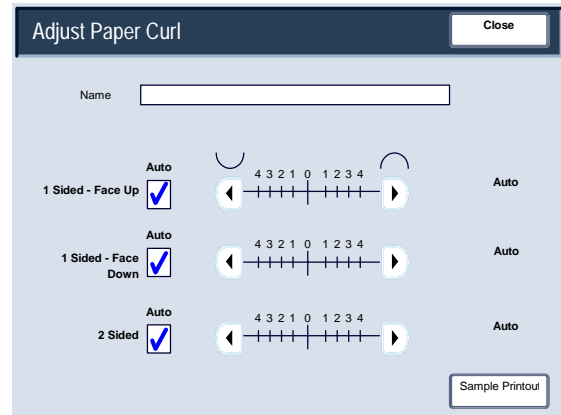
Adjust Paper Curl

1. From the **Paper Tray Settings** screen, select **Paper Tray Attributes**.
 2. Select the appropriate paper tray.
 3. Touch **Change Settings**.
 4. Touch **Change Settings**.
 5. Touch **Adjust Paper Curl**.
 6. Select the appropriate Adjust Paper Curl option:
 - a. If paper curl is a problem, use one of the preset paper types, such as Type A, B, or C. One of these settings usually eliminates the problem. These profiles settings cover a broad range of paper variables, image coverage, and environmental factors.
- For example:
- If the System Default is not correcting curl, select Decurler Paper Type A.
 - If Decurler Paper Type A is not correcting curl, select Decurler Paper Type B.
 - If Decurler Paper Type B is not correcting curl, select Decurler Paper Type C.



- b. If Types A, B, or C are not correcting the paper curl, select one of the custom paper curl options Type 1-10, select Change Settings, and continue to the next step.

7. Assign your desired parameters to the custom paper curl Type (1-10) option:
 - a. Touch the **Name** field.
 - b. Use the touch screen keyboard to enter a name.
 - c. Touch **Save**.
 - d. Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.
 - You can select **Auto**, or use the arrow buttons to select the correct amount of curl.
 - To check the results, use the **Sample Printout** button.
 - e. Touch **Save**.
8. Touch **Close**.
9. Exit the System Administrator Mode.



Adjust Air Assist Values

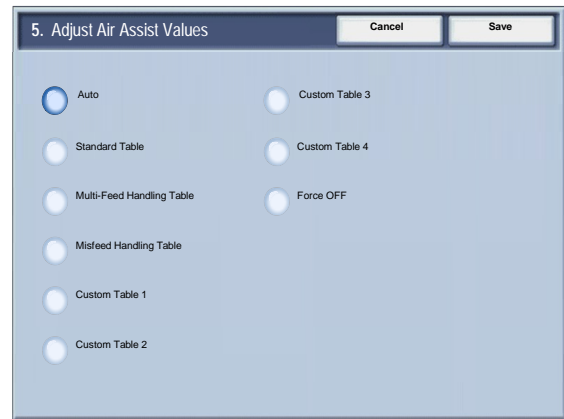
Note

The **Air Assist Values** option is available only if your machine has an optional Oversized High Capacity Feeder (OHCF), 1-drawer or 2-drawer, attached to it. The **Air Assist Values** option allows you to optimize and control the environmental conditions in the OHCF paper tray(s), thereby ensuring optimum print capability.

1. From the **Paper Tray Settings** screen, select **Paper Tray Attributes**.
2. Select the appropriate paper tray.
3. Touch **Change Settings**.
4. Touch **Change Settings**.

5. Select the **Adjust Air Assist Values** option and select the **Change Settings** button.
6. From the **Adjust Air Assist Values** screen, select the desired option which will best suit your environment and print/copy jobs:

- **Auto:** This is the default setting. With this option the paper tray blowers automatically adjust using settings that are optimized for Xerox papers.
- **Standard Table:** Select this setting when the **Auto** option does provide the OHCF with optimum feed capability. This setting uses a preprogrammed look-up table that uses the best-known set of values for the paper that is programmed for the OHCF.



- **Multi-Feed Handling Table:** Select this option if you want the paper tray blower automatic settings to incrementally adjust in order to reduce multifeeds.
- **Misfeed Handling Table:** Select this option if you want the paper tray blower automatic settings to incrementally adjust in order to reduce misfeeds.
- **Custom Table 1, 2, 3, 4:** With these four options, the paper tray blowers are controlled by parameters that are set by your Service Representative.
- **Force OFF:** Select this option if you want the paper tray blowers always switched off; in this mode, the blowers are not automatically controlled. This mode is reserved for special media.

7. Touch **Save**.
8. Touch **Confirm**.
9. Touch **Close**.
10. Exit the System Administration Mode.

Paper Tray Settings

Custom Paper Color Settings

You can set a custom color for paper loaded in the machine. A maximum of twelve characters can be entered for each custom color paper name.

1. From the **Paper Tray Settings** screen, select **Custom Paper Color Settings**. The Custom Paper Color screen opens.
2. Select the item to be set or changed, and select **Change Settings**.
3. The Keyboard screen opens.
4. Enter the desired name for Custom Paper Color 1.
5. Select **Save** to save the name and return to the previous screen.
6. If desired, repeat Steps 1-5 for other custom paper colors.
7. Select **Close** to return to the Paper Tray Settings screen.

Paper Tray Settings

Paper Tray Attributes on Setup Screen

The selection made on this screen determines whether or not the **Paper Tray Attributes** option is displayed on the Setup Menu.

1. From the **Paper Tray Settings** screen, select **Paper Tray Attributes on Setup Screen**.

2. Select **Disabled** or **Enabled**.

If **Disabled** is selected, then the Setup Menu does not display the Paper Tray Attributes option.

If **Enabled** is selected, then the Setup Menu displays the Paper Tray Attributes option.

3. Touch **Save**.

4. Touch **Close**.

5. Exit the System Administrator Mode.

Paper Tray Settings

Paper Tray Attributes During Loading

This tool determines whether or not the **Paper Tray Attributes** screen is displayed on the User Interface when a paper tray is opened and closed.

1. From the **Paper Tray Settings** screen, select **Paper Tray Attributes During Loading**.

2. Select **Off** or **On**.

If **Off** is selected, then the UI does not display the paper tray attributes while you are loading paper in the tray.

If **On** is selected, the UI displays the paper tray attributes as you are loading paper into the tray.

3. Touch **Save**.

4. Touch **Close**.

5. Exit the System Administrator Mode.

Paper Tray Settings

Paper Tray Priority

This tool allows you to set the paper tray priority sequence for automatic tray selection. Automatic tray selection occurs when a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

1. From the **Paper Tray Settings** screen, select **Paper Tray Priority**.
2. Touch **Change Settings**.
3. Select a Priority setting and assign a specific tray to that priority setting.

Note

Only one tray can be set to each priority.

4. Touch **Save**.
5. Touch **Close**.
6. Exit the System Administrator Mode.

Paper Tray Settings

Tray 5 (Bypass) - Paper Size Defaults

This feature allows you to assign specific paper sizes to Tray 5. This will facilitate easier copying when using Tray 5 (Bypass). You can assign a maximum of twenty paper sizes to the Tray 5 (Bypass) size selections, which are listed 1-20.

Note

If a nonstandard size paper is frequently used for copying, set this feature to accommodate that paper size. This avoids repeatedly selecting the paper dimensions each time you use that nonstandard paper for copying.

1. From the **Paper Tray Settings** screen, select **Tray 5 (Bypass) Paper Size Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the paper series.

If **Custom Size** is selected, go to Step 5.

4. Select a specific paper size.
5. If **Custom Size** is selected, set the numeric values using the arrow buttons.
6. Select **Save** to save your selections and return to the previous screen.
7. Repeat steps 1-6, as required, for Tray 5 paper sizes.
8. Select **Close** to return to the Paper Tray Settings screen.

Paper Tray Settings

Auto Tray Switching Control

Choose the auto tray switching method and how to copy mixed size documents.

1. From the **Paper Tray Settings** screen, select **Auto Tray Switching Control**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Set the method of auto tray switching.

Always Enable

Regardless of which paper tray is selected, depending on circumstances, the machine automatically selects a tray containing appropriate paper.

Enable during Auto Paper Select

When the paper selection is Auto only, the machine automatically selects a tray containing appropriate paper.

Enable for Same Paper Type/Color

When the paper selection is Auto only, the machine automatically selects a tray containing the same paper type and color.

4. When completed, select **Save**.
5. Select **Targeted Type and Weight**.
6. Follow the screen instructions to change the settings.
7. Select **Targeted Paper Color**.
8. Follow the screen instructions to change the settings.
9. Select **Close** to return to the Paper Tray Settings screen.

Image Quality Adjustment

This feature allows administrators to change settings for the **Image Quality** and **Calibration** adjustments.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Image Quality Adjustment**.
6. Select the item to be set or changed.

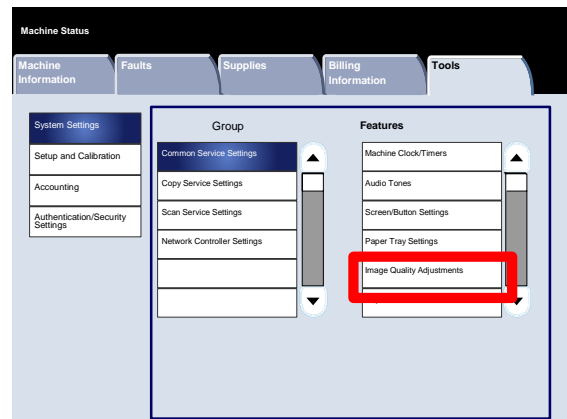


Image Quality Adjustment

Image Quality

The **Image Quality** screen allows you to select the image quality processing method that is used when the machine is scanning an original.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Common Service settings**.

5. Touch **Image Quality Adjustment**.

6. Touch **Image Quality**.

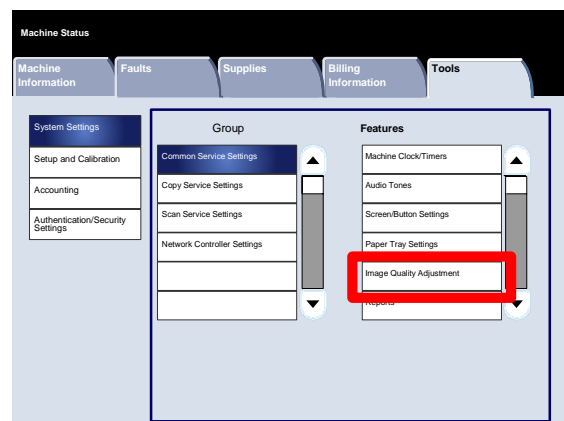
7. Select the item to be set or changed.

8. Touch **Change Settings**.

9. Follow the screen instructions to change the settings.

10. Touch **Save**.

11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Photo and Text Recognition

This feature allows the System Administrator to set the default level for Photo and Text Recognition. (The Photo and Text function is used with the Original Type (Image Quality) feature when copying jobs.)

Output Color Recognition

Allows you to change the recognition settings used when **Auto Detect** is selected on the **Output Color** area of the **Copy** tab. You can choose between **More Black and White**, **Black and White**, **Normal**, **Color**, and **More Color**.

Photo Reproduction Level

Allows you to change the reproduction setting used when **Auto** is selected on the **Original Type** screen. You can choose between **More Text**, **Normal**, and **More Photo**.

Background Suppression (Color Copy)

Allows you to change the Background Suppression setting used when **Auto Suppression** is selected on the **Image Enhancement** screen. You can choose between **High Quality** and **High Speed**.

Background Suppression (Black Copy)

Allows you to change the Background Suppression setting used when **Auto Suppression** is selected on the **Image Enhancement** screen. You can choose between **High Quality** and **High Speed**.

Background Suppression (Scan Jobs)

Allows you to change the Background Suppression setting used when **Auto Suppression** is selected on the **Image Enhancement** screen. You can choose between **High Quality** and **High Speed**.

Image Enhancement

Allows you to select whether or not to carry out image enhancement. If you select **On**, copy data is smoothed, to give a smoother appearance. If **Off** is selected, the machine will not perform image enhancement.

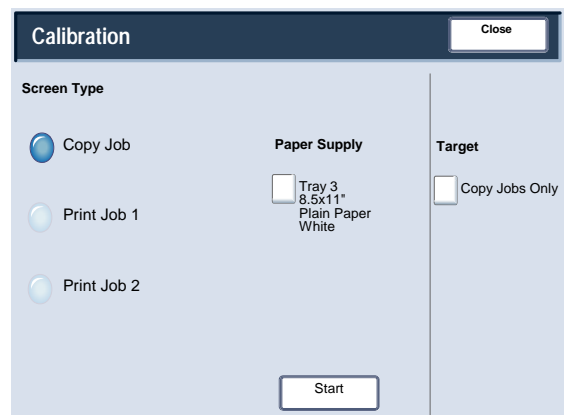
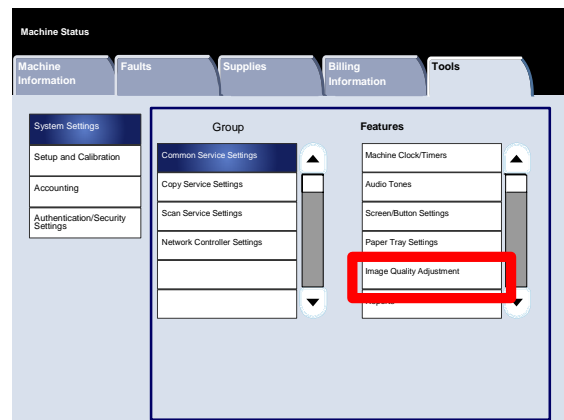
Image Quality Adjustment

Calibration

When you select **Calibration**, you will have the opportunity to move through a series of steps to optimize the quality of copied jobs. The machine will print a **calibration pattern** for you to place on the platen glass. The machine will scan the calibration pattern, and automatically make adjustments as required.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Image Quality Adjustment**.
6. Touch **Calibration**.
7. Select the appropriate **Screen Type**, **Paper Supply**, and **Target**.
8. Touch **Start**.
9. Follow the screen instructions.
10. Exit the System Administration Mode.

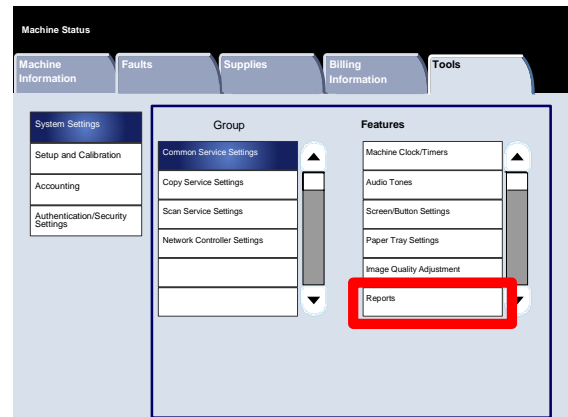


Reports

The **Reports** screen allows you to change settings for a variety of printable reports.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Reports**.
6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Print Reports Button

When enabled, the **Print Reports** button appears on the **Machine Information** tab without entering the System Administrator's Login ID.

Job History Report

You can select whether or not to automatically print a **Job History Report** after a total of fifty jobs have been processed.

Scan File Transport Report

You can select **No Report**, **Print Report**, or **Print When Delivery Fails**.

2 Sided Report

When printing a report, select whether to print 1 sided or 2 sided.

Maintenance

The **Maintenance** screen allows you to initialize the hard disk of the machine and delete all data stored on the machine.

Follow the screen instructions to change the settings.

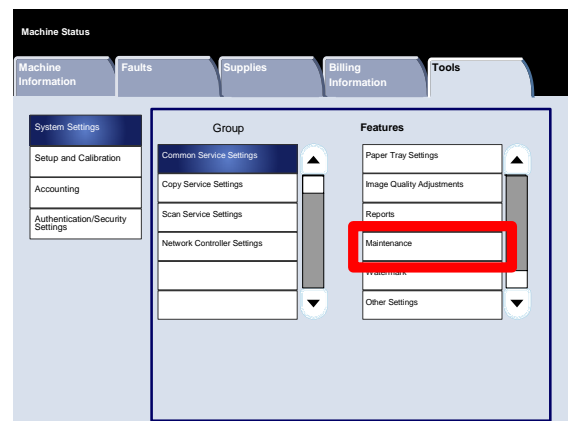
1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Common Service settings**.

5. Touch **Maintenance**.

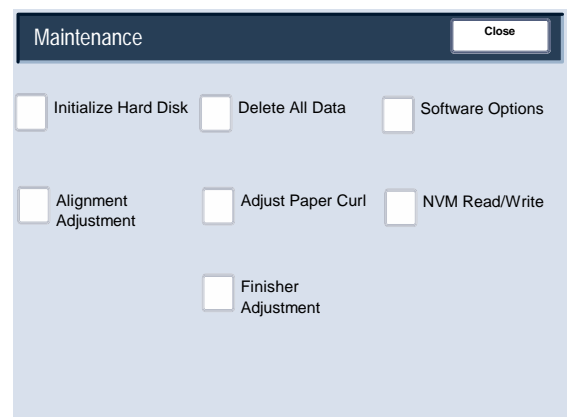


6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.



10. Exit the System Administration Mode.

A brief description of each of the available settings follows:

Initialize Hard Disk

This procedure initializes the hard disk. The data erased by formatting includes additional fonts, ESC/P, HP-GL/2, and SMB folder.

Delete All Data

This setting allows you to select **Delete Job** or **Run Job** when the machine memory is full.

Software Options

Use the Keyboard to type passcodes for the Software Options and select Reboot. Up to 5 passcodes can be typed.

Alignment Adjustment Settings

The **Alignment Adjustment Settings** screen allows you to configure the default settings for each of the Alignment Adjustment options.

Adjust Paper Curl

Use the options shown on the touch screen to change the Paper Curl settings as needed.

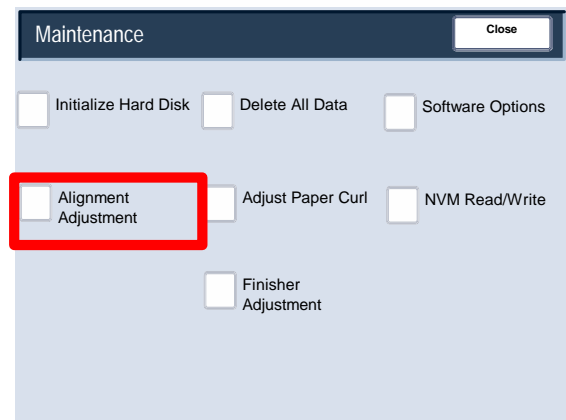
NVM Read/Write

Your Xerox service representative uses this feature to change certain system settings. It also may occasionally be used by system administrators.

Maintenance

Alignment Adjustment Settings

Adjustments can be made to the image based on the alignment output of a document. Various adjustments can be modified such as: image position, magnification, and skew. This can be achieved through the use of the twenty default adjustment types. In addition, a specific paper tray can be assigned to a specific adjustment type.

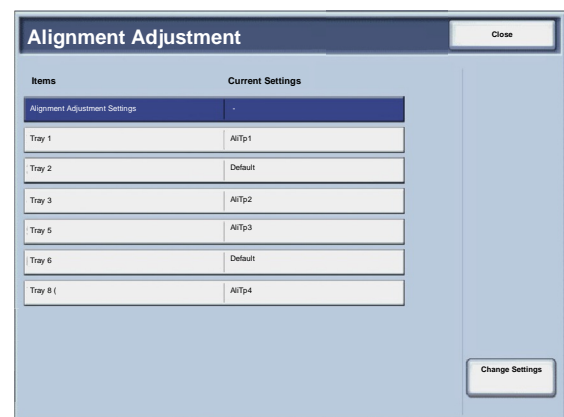
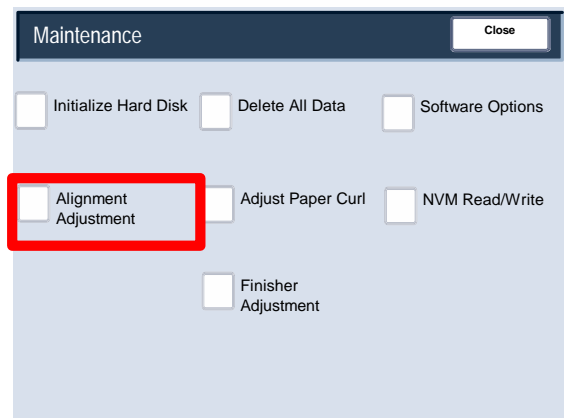


Note

It is recommended that you read through the entire Alignment Adjustment Settings section before performing any actual alignment adjustments.

Alignment Adjustment

1. Load paper in a tray.
2. Press the **Log In/Out** button, and enter the system administrator mode.
3. Select the **Tools** tab followed by the **System Settings** tab.
4. Select the **Common Service Settings** followed by the **Maintenance** Settings.
5. Select **Alignment Adjustment Settings**.
6. Select the alignment adjustment type you want to set or adjust, and touch **Change Settings**.



7. Select **Name**, and touch **Change Settings**.

8. Assign a type name, and touch **Save**.

Note

Using a name such as “A4 Plain” is recommended - this allows you to know the exact content of the paper type.

9. Touch **Sample Printout**.

Items	Current Settings
1 Name	(No Name)
2 X Print Position	1:0.0mm 2:0.0mm
3 Y Print Position	1:1.0mm 2:0.03mm
4 X%	1:0.0% 2:1.0%
5 Y%	1:0.5% 2:0.0%
6 Skew	1:0.0mm 2:0.3mm

10. Select the paper tray in which you loaded paper in Step 1, and then select **1-Sided** or **2-Sided** followed by the desired number of sheets via the **Number of Sheets** option.
11. Press the **Start** button.
12. Touch **Confirm**.
13. Touch **Close**.
14. Check the sample output, and adjust the position if misalignment has occurred.
15. After you finish making adjustments, print another output sample by touching **Sample Printout** and verify the adjustment results.
16. Make adjustments again if necessary and touch **Save**.
17. Touch **Close**.

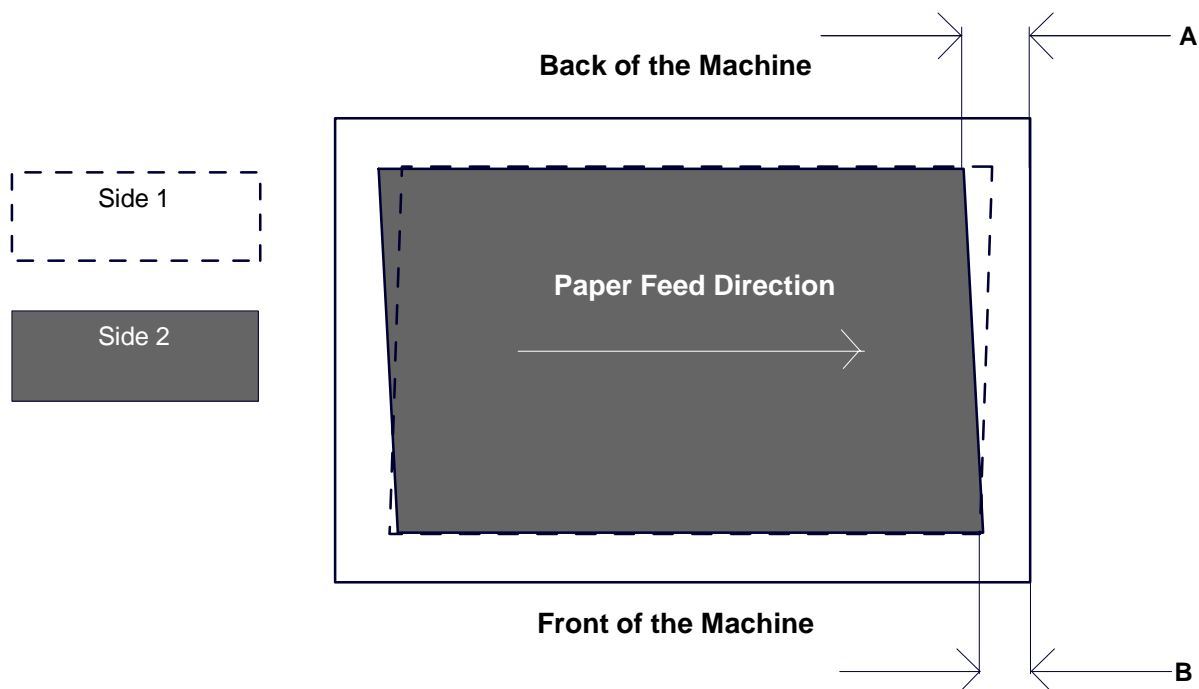
Skew

1. Adjust image skew (squareness) in 0.1 mm increments for Side 1 and 2. Maximum adjustment is 1.2 mm.

Use the following equation to obtain the squareness offset amount (where “A” represents the length of the lead registration which faces the back of the machine, and “B” represents the length of the lead registration which faces the front of the machine):

Squareness offset amount = $(A - B) \times 400 \div 277$ (when A3 paper is placed horizontally)

$(A - B) \times 190 \div 277$ (when A4 paper is placed vertically)



2. Select **Squareness**, and touch **Change Settings**.
3. Enter a value with the squareness offset amount measured in Step 1 added as the current setting value of **Side 1** and **Side 2**.

Note

Entering a positive or negative value adjusts the squareness as shown below.

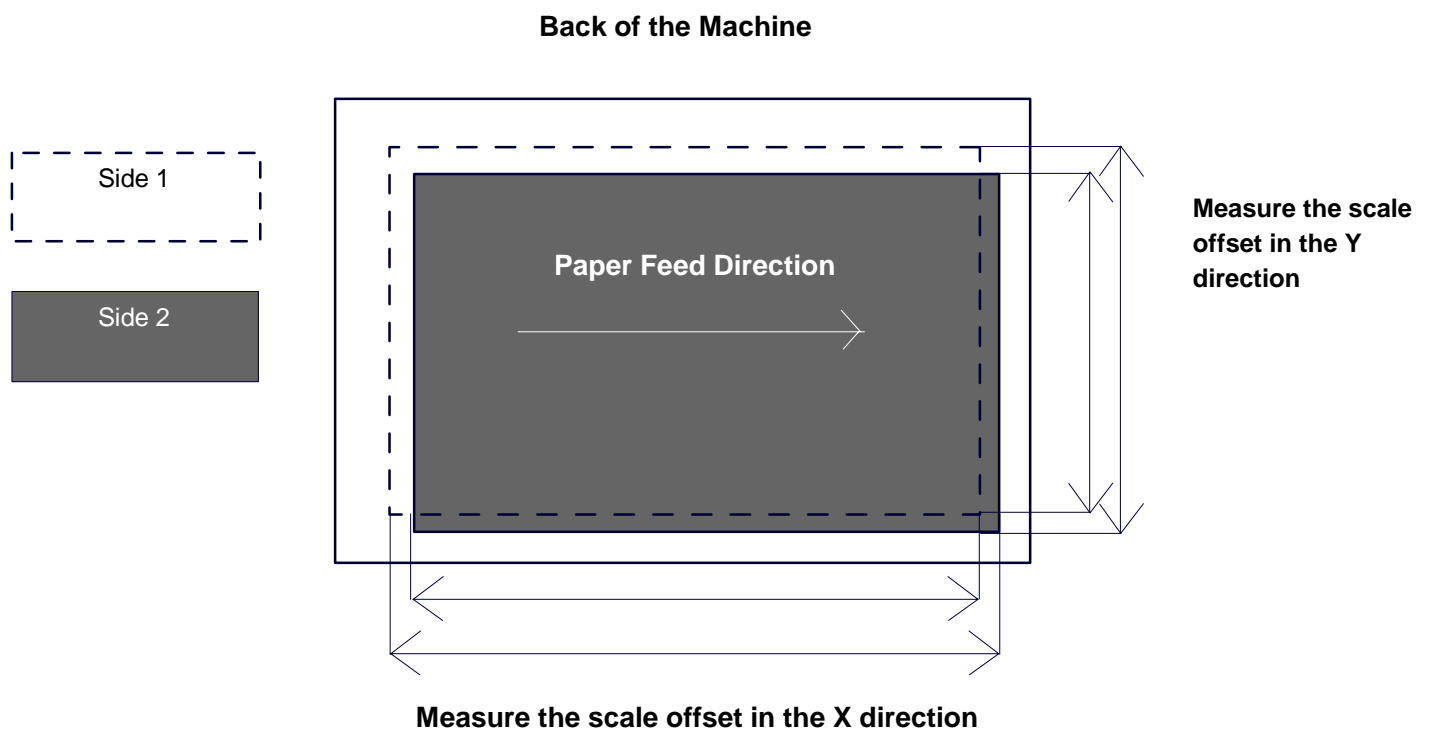
4. Touch **Save**.

Scale

1. Check the sample output, and measure the scale offset amount that occurred.

X direction scale offset amount = image reference length in the X direction - image actual measurement length in the X direction

Y direction scale offset amount = image reference length in the Y direction - image actual measurement length in the Y direction



2. Select **X%** or **Y%**, and touch **Change Settings**.
3. Enter the offset amount of the X direction scale you measured in Step 1 for **Side 1** and **Side 2** of **X%**.
4. Enter the offset amount of the Y direction scale you measured in Step 1 for **Side 1** and **Side 2** of **Y%**.

Note

If the scale offset amount is positive, enter a negative value in the adjustment value field. If negative, enter a positive value.

5. Touch **Save**.

Print Positions of Side 1 and Side 2

Adjust the position of the image in the lead edge and side edge direction in relation to the paper feed direction by 0.1 mm increments for each of side (sides 1 and 2). You can adjust up to 2.0 mm.

1. Check the sample output, and measure the print position offset amount that occurred.

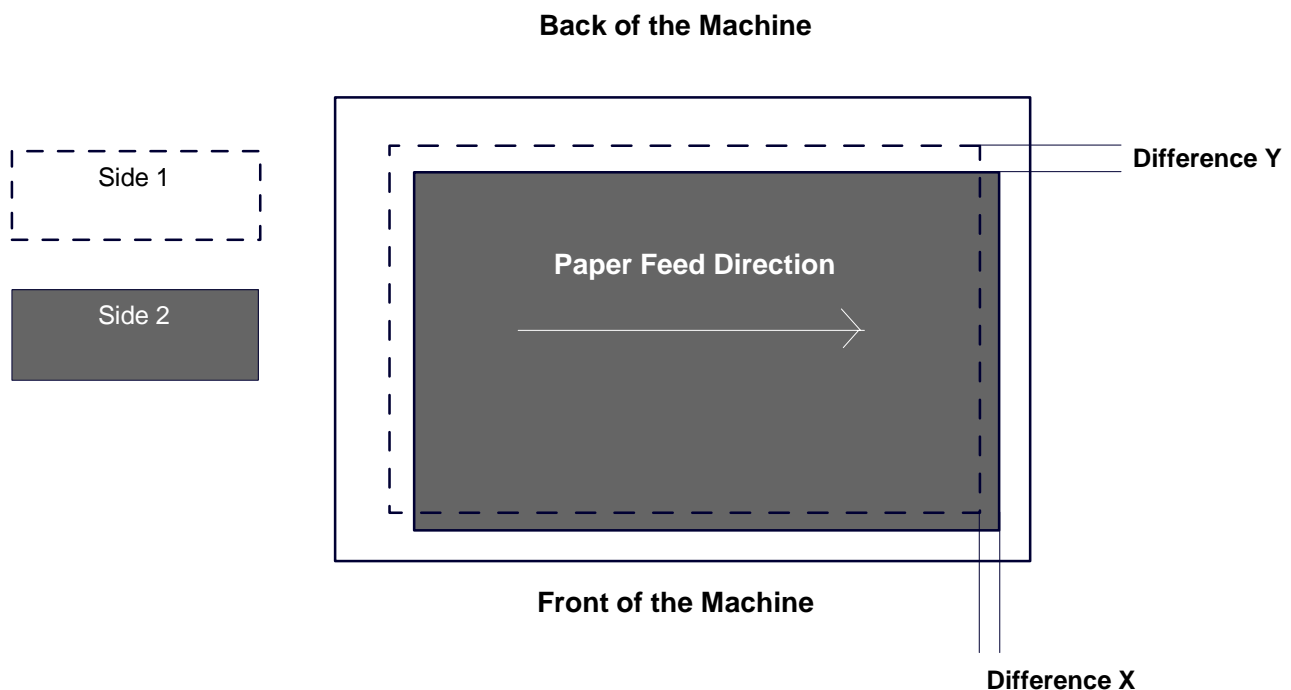
X direction scale offset amount = image reference length in the X direction - image actual measurement length in the X direction

X Print Position

Specify a positive value when you want to move the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to move the position of the image in the paper feed direction.

Y Print Position

Specify a positive value when you want to move the position of the image toward the back of the machine, and a negative value when you want to move the position of the image toward the front of the machine.



2. Select **X Print Position** or **Y Print Position**, and touch **Change Settings**.
3. Enter the value obtained by the difference X measured in Step 1 added as the current setting value of **Side 1** and **Side 2** of **X Print Position**.
4. Enter the value obtained by the difference Y measured in Step 1 added as the current setting value of **Side 1** and **Side 2** of **Y Print Position**.
5. Touch **Save**.

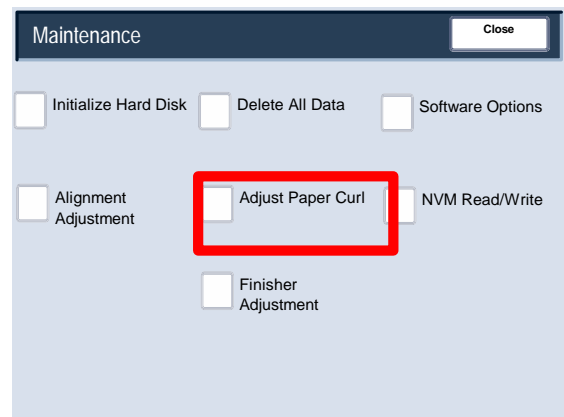
Maintenance

Adjust Paper Curl

The **Adjust Paper Decurler** screen allows you to configure the default settings for each of the Paper Curl options.

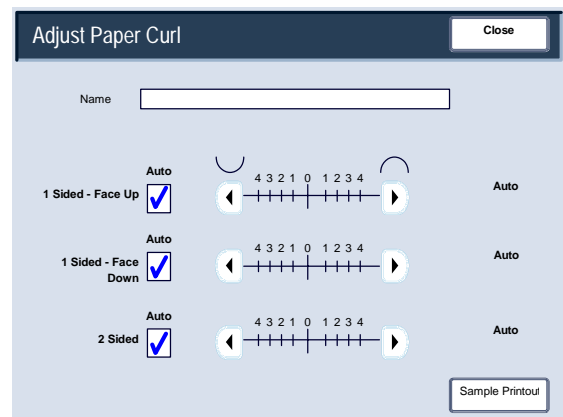
Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Maintenance**.
6. Touch **Adjust Paper Curl**.
7. Select the item to be set or changed.
8. Touch **Change Settings**.
9. Touch the **Name** field.
10. Use the touch screen keyboard to enter a name.



11. Touch **Save**.
12. Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.

You can select **Auto**, or use the arrow buttons to select the correct amount of curl.



To check the results, use the **Sample Printout** button.

13. Touch **Save**.
14. Touch **Close**.

Maintenance

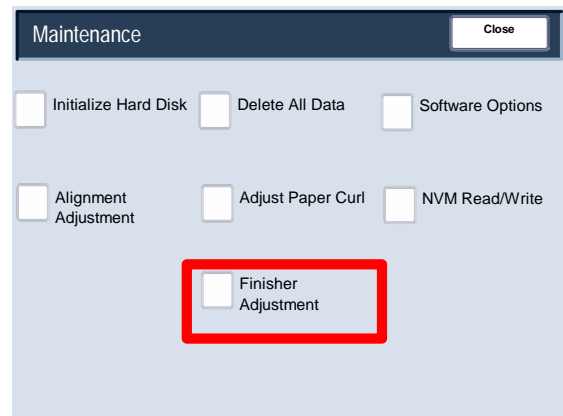
Finisher Adjustment/Adjust Fold Position

This section describes the procedure for adjusting the fold position. You can adjust the fold position for various paper types, as well as set adjustment values to any of 10 default types. You can assign a set type to each tray.

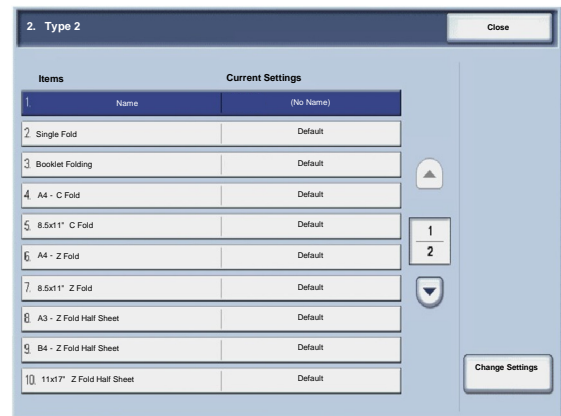
In addition, you can adjust the fold positions for single fold, booklet, C fold, Z fold, Z fold half sheet.

Fold Position Adjustment

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Maintenance**.
6. Select **Finisher Adjustment**.



7. Select **Adjust Fold Position**.
8. Select the paper fold position type you want to set or adjust, and touch **Change Settings**.
9. Select **Name**, and touch **Change Settings**.
10. Enter the desired type name, and touch **Save**.
11. Select the fold type, and touch **Change Settings**.
12. Select the desired settings, and touch **Sample Printout**.
13. Select the tray in which you loaded paper, and press the **Start** button.
14. Measure the fold position via the output sample, and adjust the fold position accordingly.
15. Make adjustments to the items if necessary.
16. After you finish making adjustments, print another output sample with **Sample Printout** and check the adjustment results.
17. Make adjustments accordingly. If necessary, repeat Steps 12 - 14.



Single Fold Position Adjustment

1. Select **Single Fold**, and touch **Change Settings**.
2. Specify **Sheets to be folded**, and touch **Sample Printout**.
3. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

4. Touch **Close**.
5. Check the output sample printout, and measure the offset amount.
6. Select **Long at Left** or **Long at Right**.
7. Enter the measurement value you obtained in Step 5 in **Values A Before Adjustment**.
8. Touch **Adjust**.
9. Touch **Sample Printout** again to print an output sample printout, and check the adjustment results.
10. Make adjustments again if necessary. (Steps 6 - 8)
11. Touch **Save**.

Booklet Position Adjustment

1. Select **Booklet**, and touch **Change Settings**.

2. Touch **Sample Printout**.

3. Select the tray in which you loaded paper, select **2-SheetStack**, and press the **Start** button.

An output sample is printed.

4. Select the tray in which you loaded paper, select **15-Sheet Stack**, and press the **Start** button.

An output sample is printed.

5. Touch **Close**.

6. Check the output sample, and measure the position offset amount for 2-sheet stack and 15-sheet stack.

7. Touch **Booklet Fold State (2 Sheets)**.

8. Select the state of the fold and staple position of the output paper, and enter the 2-sheet stack offset amount you measured in Step 6 in **Values A and B Before Adjustment**.

9. Touch **Save**.

10. Set **Booklet Fold State (15 Sheets)** in the same way.

11. Touch **Sample Printout** again to print an output sample, and check the adjustment results.

12. Make adjustments again if necessary. (Steps 7 - 10)

13. Touch **Save**.

C Fold Position Adjustment

1. Select **C Fold-A4** or **C Fold-8.5x11"**, and touch **Change Settings**.
2. Touch **Sample Printout**.
3. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

4. Touch **Close**.
5. Check the output sample, and measure the A and B fold position movement amounts.
6. Enter the measurement value you obtained in the previous step in **Values A and B Before Adjustment**, and the final value you want after adjustment in **Desired Values A and B**.
7. Touch **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary. (Step 6)
9. Touch **Save**.

Z Fold Position Adjustment

1. Select **Z Fold-A4** or **Z Fold-8.5x11"**, and touch **Change Settings**.
2. Touch **Sample Printout**.
3. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

4. Touch **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.
6. Enter the measurement value you obtained in the previous step in **Values A and B Before Adjustment**, and the final value you want after adjustment in **Desired Values A and B**.
7. Touch **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary. (Step 6)
9. Touch **Save**.

Z Fold Half Sheet Position Adjustment

1. Select **Z Fold Half Sheet- A3, Z Fold Half Sheet- B4, Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, and touch **Change Settings**.
2. Touch **Sample Printout**.
3. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

4. Touch **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.
6. Enter the measurement value you obtained in the previous step in **Values A and B Before Adjustment**, and the final value you want after adjustment in **Desired Values A and B**.
7. Touch **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary. (Step 6)
9. Touch **Save**.

Watermark

The **Watermark** screen allows you to configure the default settings for each of the Watermark options.

Access the screen as follows:

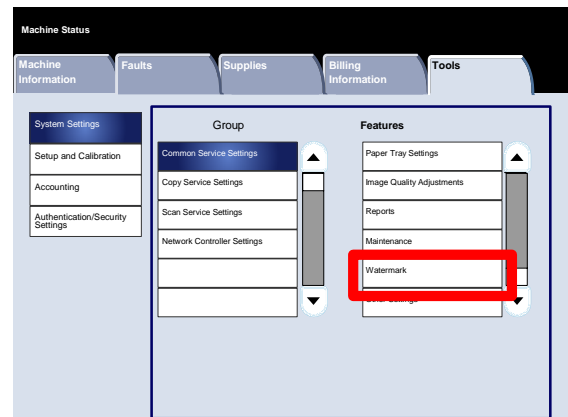
1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Common Service settings**.

5. Touch **Watermark**.



6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Touch **Close**.

11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Date Format

Sets the default date format that as it appears on the Annotation and Watermark screens in the Output Format tab (Copy feature). When selected, the default date format is printed on the copy output when On is selected for the Annotation/Date feature or when the Date option in the Watermark feature is selected.

Default Watermark Effect

Allows the default setting for Text Effect to be specified. this default value appears on the Watermark screen in the Output Format tab (Copy feature). This setting determines how the background text (watermark) appears on the printed output. Text Effect selections include Off, Embossed, and Outline.

Font Size

You can select from four possibilities: 48 point, 64 point, 80 point or a custom size of 24 to 80 point.

Background Pattern

Allows you to select the background pattern to be used for watermark option on the Output Format tab. Select from eight patterns: wave, circle, stripes, chain, beam, rhombic, sunflower, and fan.

Font Color

Allows you to select the font color for printing the background watermark text. You can choose between **Black**, **Magenta**, or **Cyan**.

Density

Allows you to select the density for printing the background watermark text. You can select from three levels: Lighter, Normal, or Darker.

Watermark/Background Contrast

Allows you to select the text/background contrast for printing watermark information. You can select from contrast levels 1 to 9.

Force Watermark

Select **On** to force all copy jobs to print with a watermark. Select **Off** if you do not want all copy jobs printed with a watermark.

Custom Watermark

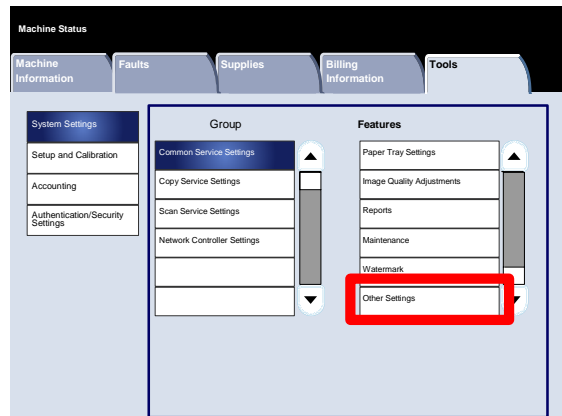
Allows you to create your own watermark.

Other Settings

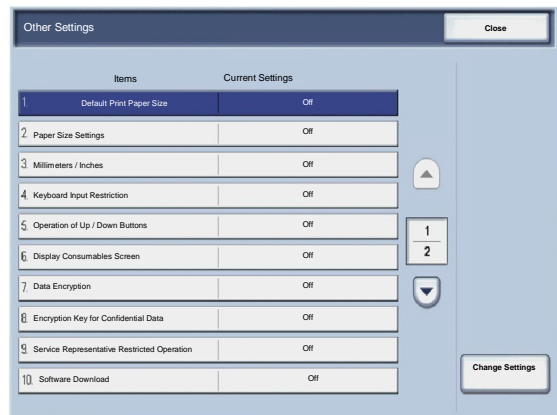
The **Other Settings** screen allows administrators to review and edit a variety of common settings for the machine.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service settings**.
5. Touch **Other Settings**.



6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



Copy Service Settings

Preset Buttons

The **Preset Buttons** screen allows administrators to set the values for the Reduce/Enlarge, Image Shift, and Edge Erase preset buttons on the User Interface.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Copy Service Settings**.

5. Touch **Preset Buttons**.

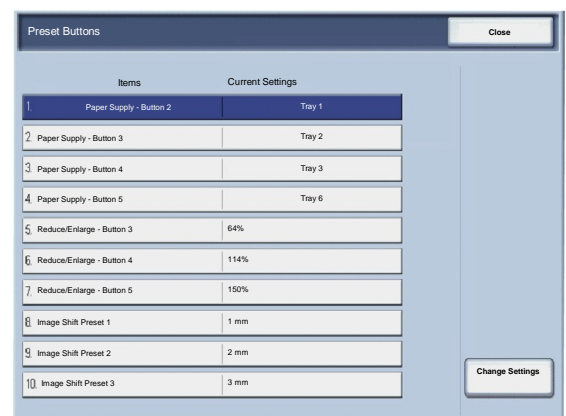
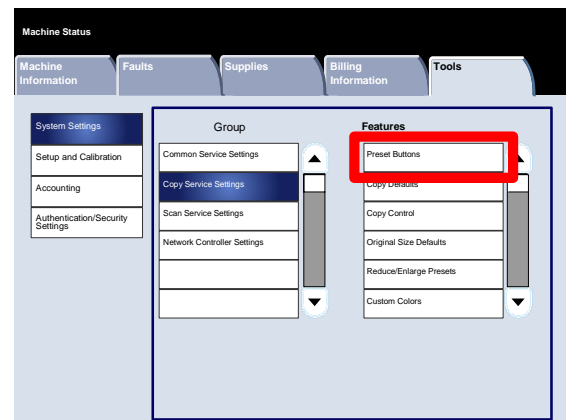
6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Exit the System Administration Mode.



Copy Defaults

The **Copy Defaults** screen allows administrators to view and change the settings for a variety of copying default values, such as Paper Supply, Reduce/Enlarge, Output Color, and Original Type defaults.

The specific defaults that can be changed are:

Paper Supply, Reduce/Enlarge, Output Color, Single Color, Dual Color, Original Type, Lighten/Darken, Contrast, Sharpness, Saturation, Background Suppression, Color Balance, Color Shift, 2 Sided Copying, Mixed Size Originals, Edge Erase, Image Shift, Image Rotation, Annotations, Bates Stamp, Tab Margin Shift, Booklet Creation, Covers, and Separators.

The **Copy Defaults** screen allows administrators to view and change the settings for a variety of copying default values, such as Paper Supply, Reduce/Enlarge, Output Color, and Original Type defaults.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Copy Service Settings**.

5. Touch **Copy Defaults**.

6. Select the item to be set or changed.

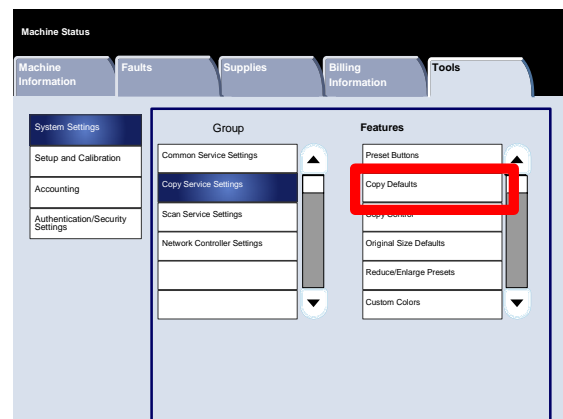
7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Touch **Close**.

11. Exit the System Administration Mode.



Copy Control

The **Copy Control** screen allows administrators to view and change the settings for a variety of Copy options.

Access the screen as follows:

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Copy Service Settings**.

5. Touch **Copy Control**.

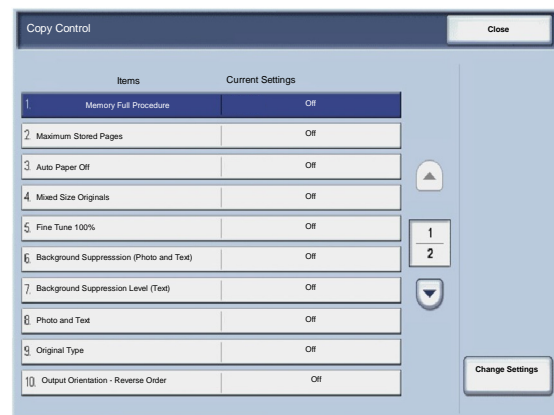
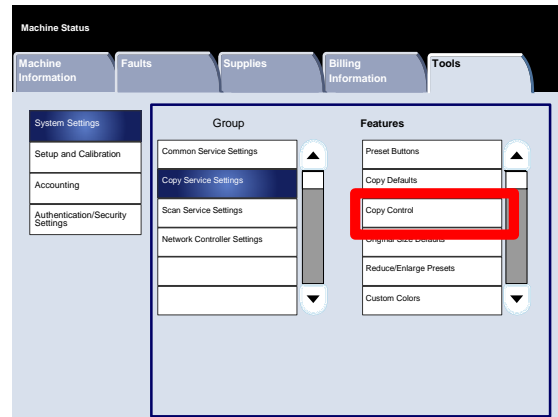
6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Touch **Close**.



A brief description of each of the available settings follows:

Memory Full Procedure

This setting allows you to select **Delete Job** or **Run Job** when the machine memory is full.

Maximum Stored Pages

This setting allows you to choose between 1 and 999 for the maximum stored pages value.

Auto Paper Off

Select the default tray that will be used when the Auto feature (on the Copy tab) is canceled because the Auto or the Independent X-Y feature (on the Reduce/Enlarge screen) is selected.

Mixed Size Originals

Select the default setting that affects the 2-sided originals. Select either **Copy to New Sheet** or **Copy to Side 2**.

Fine Tune 100 %

The fine-tune value is applied to documents that are placed on the Document Glass for copying and 100 is selected. Set the value in the X/Y direction within the range 98 to 102 in 0.1 increments.

Background Suppression (Photo and Text)

This option allows you to specify whether the **Background Suppression** level is Normal or Higher for the **Photo and Text** feature.

Background Suppression Level (Text)

This option allows you to specify whether the **Background Suppression** level is Normal or Higher for the **Text** feature.

Photo and Text / Printed Original

This option allows you to specify whether the **Printed Original** option is for Normal, Inkjet, or Highlighted for the **Photo and Text** feature.

Original Type - See Through Paper

This option allows you to specify whether the **See Through Paper** option is enabled or disabled for the Original Type feature.

Face Up/Down Output

This option allows you to specify whether the Face Up/Down feature should be set to Reverse Order.

Annotations

This option allows you to specify whether the Annotation Comments can be edited by users or not.

Bates Stamping

This option allows you to specify whether the Bates Stamping Prefixes can be edited by users or not.

Original Size Defaults

The **Original Size Defaults** screen allows administrators to save time for users who scan non-standard size originals. The defaults set here are displayed on the **Original Size** screen within the **Layout Adjustment** tab.

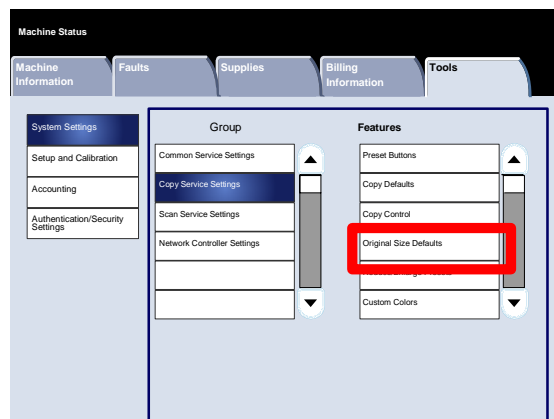
Follow the screen instructions to change the settings.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Copy Service Settings**.



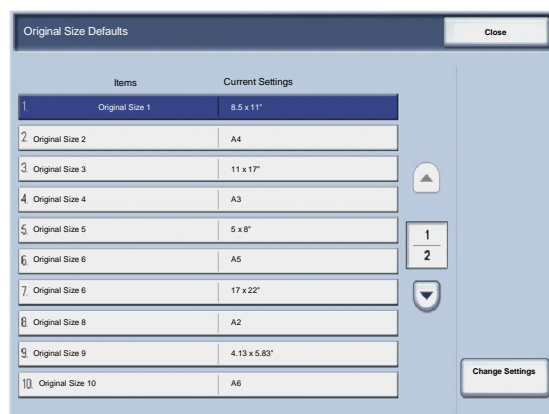
5. Touch **Original Size Defaults**.

6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.



10. Touch **Close**.

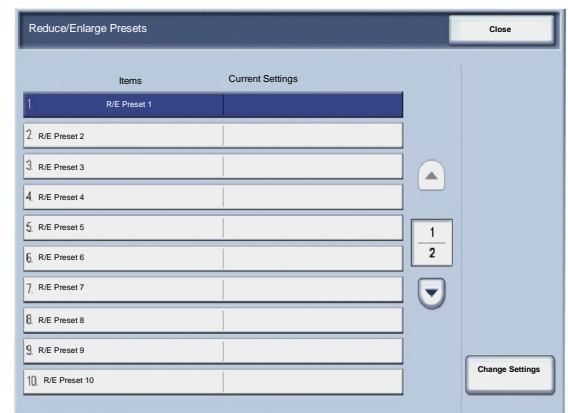
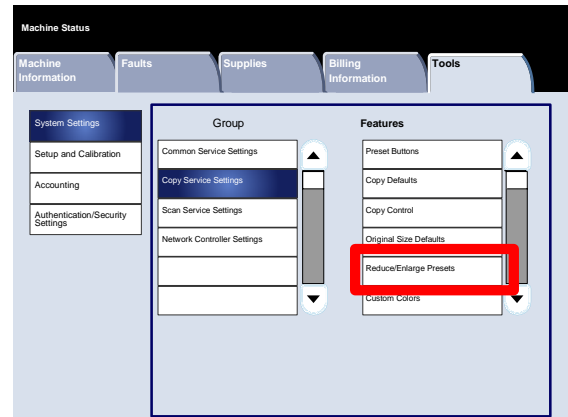
11. Exit the System Administration Mode.

Reduce/Enlarge Presets

The **Reduce/Enlarge Presets** screen allows administrators to set up to 12 default reduction or enlargement ratios that are displayed on the **Copy** tab of the User Interface.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Copy Service Settings**.
5. Touch **Reduce/Enlarge Presets**.
6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



Custom Colors

The **Custom Colors** screen allows administrators to define up to six custom colors to be used on **Output Color** screen of the User Interface.

Access the screen as follows:

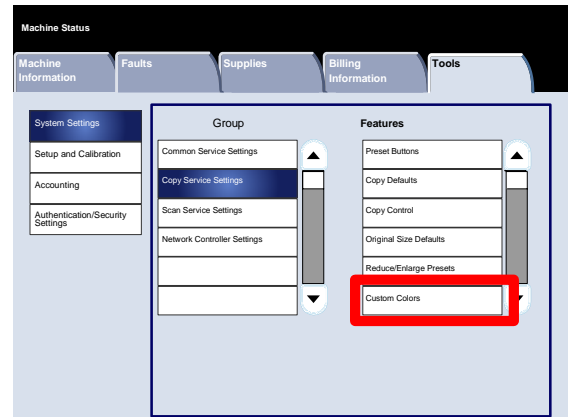
1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Copy Service Settings**.

5. Touch **Custom Colors**.

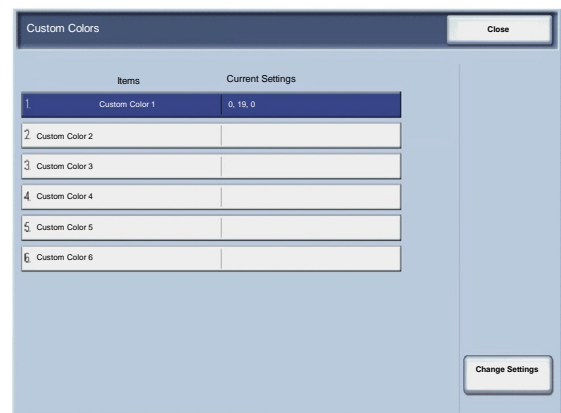


6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.



10. Touch **Close**.

11. Exit the System Administration Mode.

Scan Service Settings

Original Size Defaults

The **Original Size Defaults** screen allows administrators to save time for users who scan non-standard size originals. The defaults set here are displayed on the **Original Size** screen within the **Layout Adjustment** tab.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Scan Service Settings**.

5. Touch **Original Size Defaults**.

6. Select the item to be set or changed.

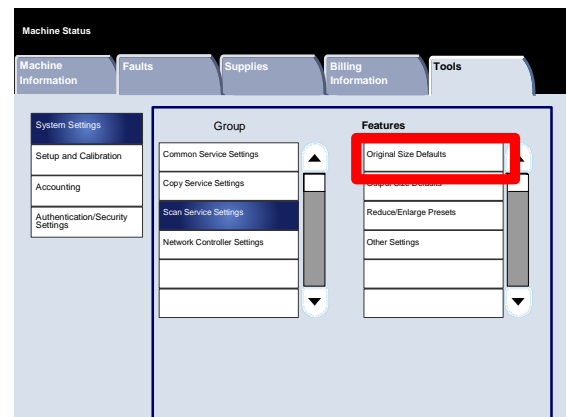
7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Touch **Close**.

11. Exit the System Administration Mode.



Output Size Defaults

The **Output Size Defaults** screen allows administrators to save time for users who scan non-standard size originals. The defaults set here are displayed on the **Reduce/Enlarge** screen within the **Layout Adjustment** tab.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **System Settings**.

4. Touch **Scan Service Settings**.

5. Touch **Output Size Defaults**.

6. Select the item to be set or changed.

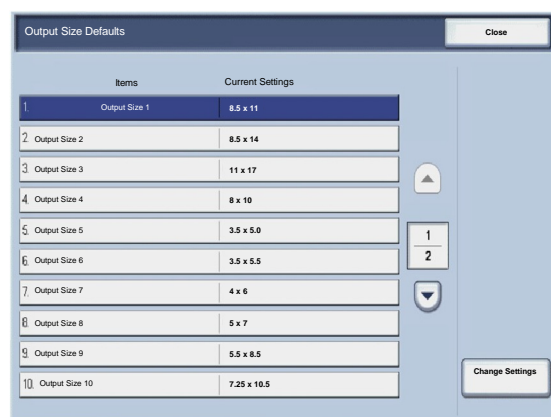
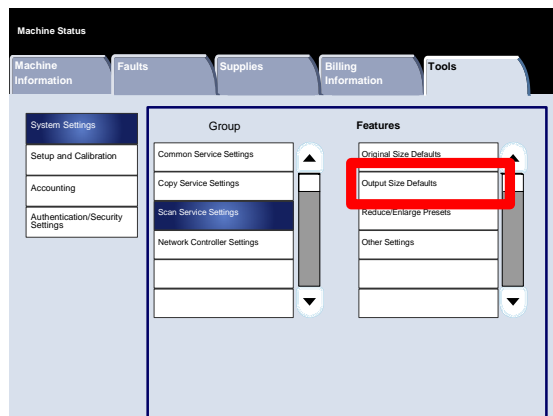
7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Touch **Close**.

11. Exit the System Administration Mode.

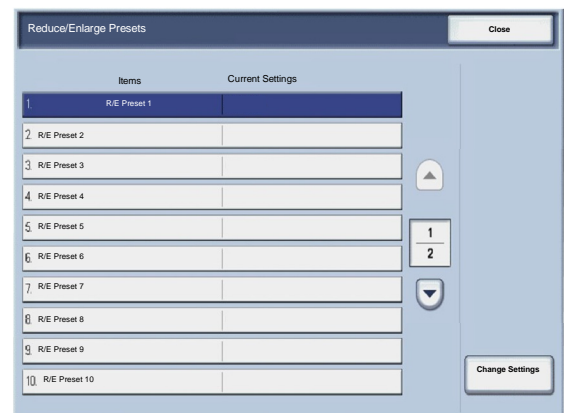
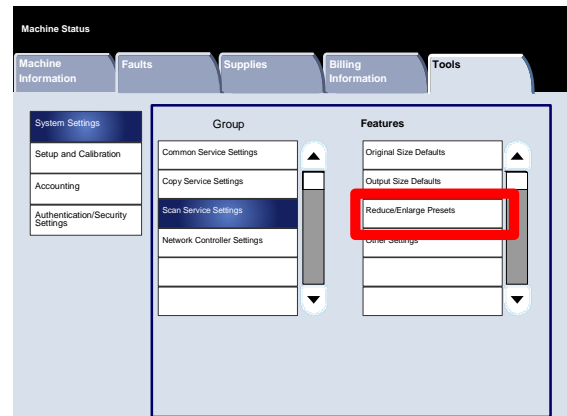


Reduce/Enlarge Presets

The **Reduce/Enlarge Presets** screen allows administrators to set up to 12 default reduction or enlargement ratios that are displayed on the **Copy** tab of the User Interface.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Scan Service Settings**.
5. Touch **Reduce/Enlarge Presets**.
6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.

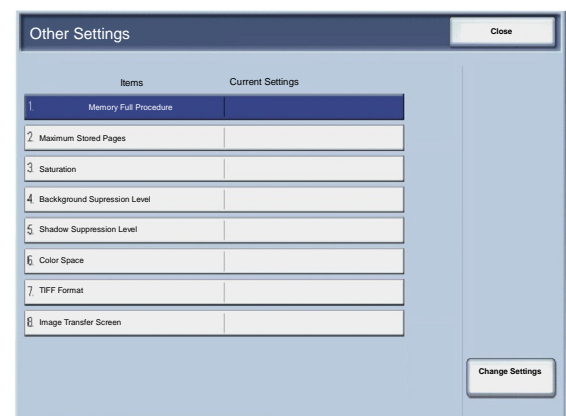
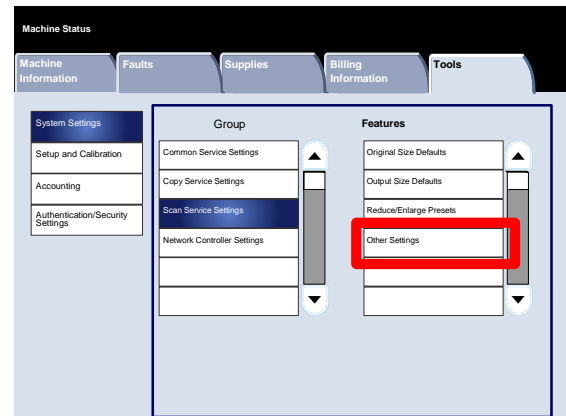


Other Settings

The **Other Settings** screen allows administrators to review and edit a variety of common settings for the machine.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Scan Service Settings**.
5. Touch **Other Settings**.
6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Memory Full Procedure

This setting allows you to select **Delete Job** or **Run Job** when the machine memory is full.

Maximum Stored Pages

This setting allows you to choose between 1 and 999 for the maximum stored pages value.

Saturation

Select the amount of color saturation for scanned data. Select from Lower, Low, Normal, High, or Higher.

Background Supression Level

Select the amount of background suppression for scanned data. Select from Higher 1, Higher 2, Normal, Lower -1, or Lower -2.

Color Space

Select if color space is to be enabled for scanned data. Select either Disabled or Enabled.

TIFF Format

Select the TIFF format for scanned data. Select either TIFF V6 or TTN2.

Image Transfer Screen

Select whether or not to display a message when the scan process is completed.

Creating Job Templates

The job template is a configuration file that defines conditions, destination server, and other information for the scanned file. A job template can be created using a Network Scanning server application such as the EFI Controller. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server.

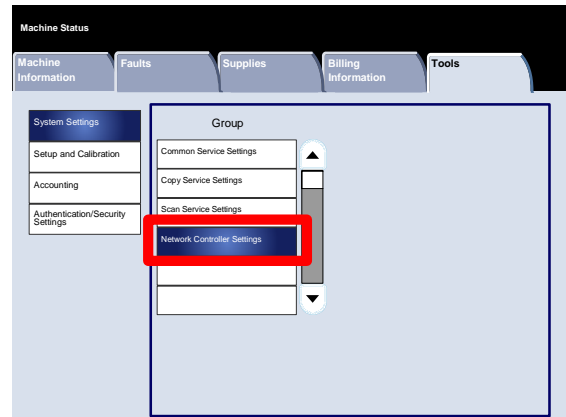
Detailed information about creating and using job templates can be found in your network controller documentation.

Network Controller Settings

The **Network Controller Settings** screen allows System Administrators to specify settings for the network controller associated with the device.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Network Controller Settings**.
5. Select the item to be set or changed.
6. Touch **Change Settings**.
7. Follow the screen instructions to change the settings.
8. Touch **Save**.
9. Touch **Close**.
10. Exit the System Administration Mode.

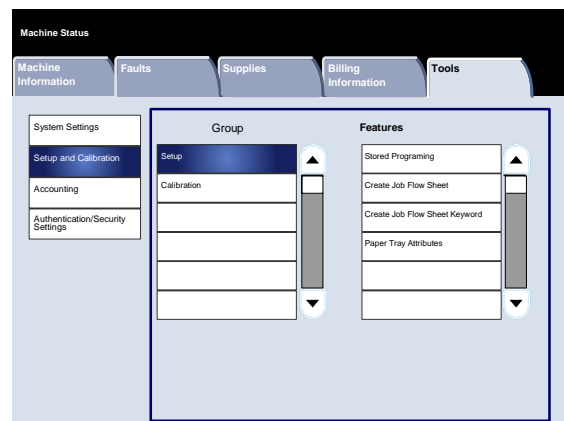


Setup and Calibration

3

Setup

From the **Setup and Calibration** menu, you can create mailboxes, create and change the addresses in the address book, assign paper tray attributes, create job flow sheets/keywords, and Stored Programming.

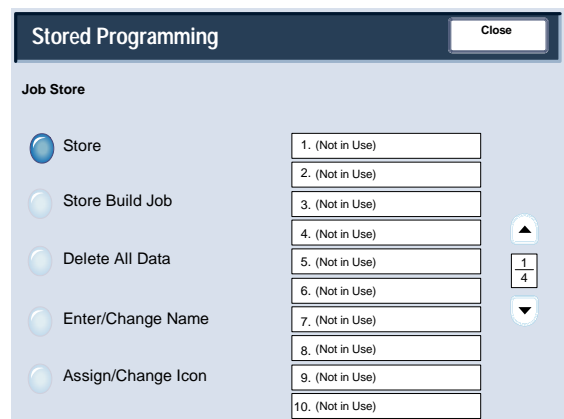
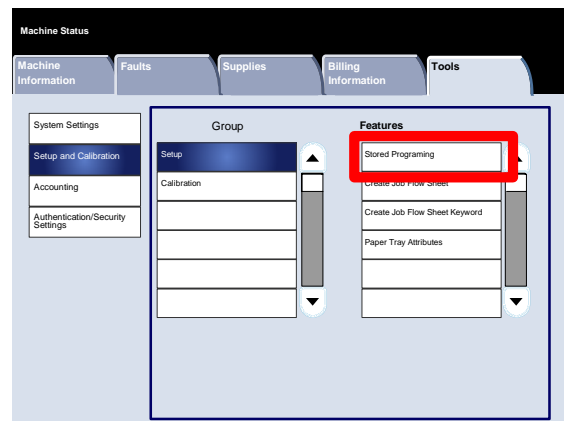


Stored Programming

The **Stored Programming** screen allows administrators to store up to 40 jobs for future use.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Setup and Calibration**.
4. Touch **Setup**.
5. Touch **Stored Programming**.
6. Touch **Store**.
7. Select the item to be set or changed.
8. Follow the screen instructions to change the settings.
9. Press **Start**.
10. Touch **Close**.
11. Exit the System Administration Mode.



Create Job Flow Sheet

The **Create Job Flow Sheet** screen allows administrators to assign a name, description, and transfer method to a new Job Flow Sheet.

Access the screen as follows:

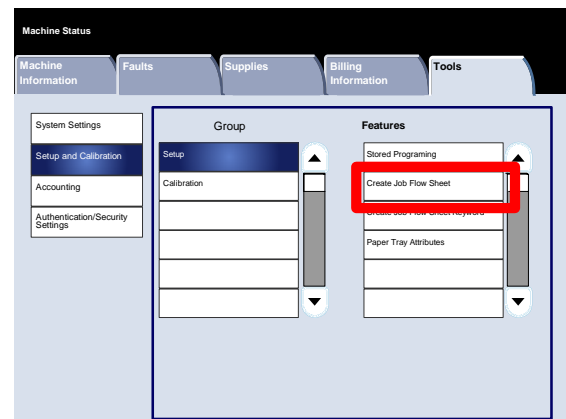
1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **Setup and Calibration**.

4. Touch **Setup**.

5. Touch **Create Job Flow Sheet**.



6. Select the item to be set or changed.

7. Touch **Change Settings**.

8. Follow the screen instructions to change the settings.

Name	Updated
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29
Name	2008/10/29

Name
 Name
☐ Name
☐ Name

Create/Delete Create/Delete

9. Touch **Save**.

10. Touch **Close**.

11. Exit the System Administration Mode.

Create Job Flow Sheet Keyword

The **Create Job Flow Sheet Keyword** screen allows administrators to assign up to 15 searchable keywords for existing Job Flow Sheets.

Follow the screen instructions to change the settings.

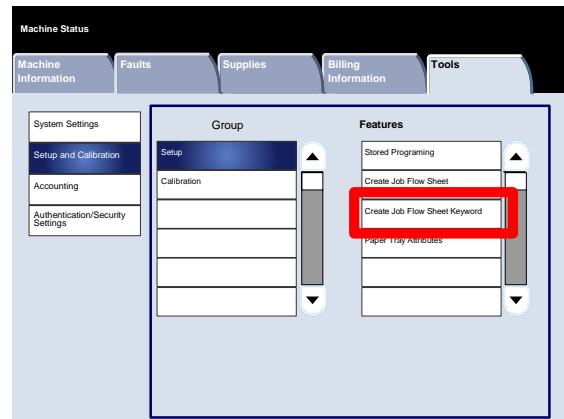
1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **Setup and Calibration**.

4. Touch **Setup**.

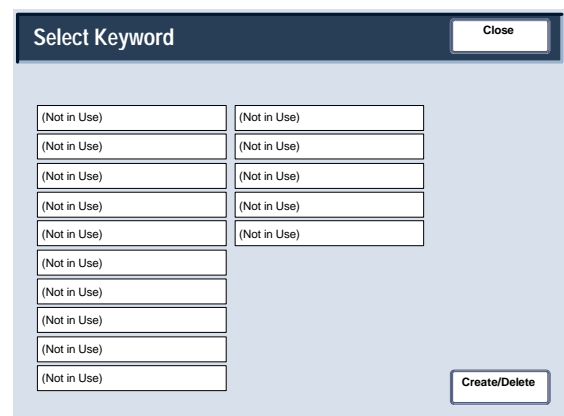
5. Touch **Create Job Flow Sheet Keyword**.



6. Touch one of the Keyword buttons.

7. Touch **Create/Delete**.

8. Use the keyboard to enter the Keyword name.



9. Touch **Save**.

10. Touch **Save**.

11. Touch **Close**.

12. Exit the System Administration Mode.

Paper Tray Attributes

The **Paper Tray Attributes** screen allows administrators to assign a paper size, paper type, and paper color for each paper tray on the machine.

Follow the screen instructions to change the settings.

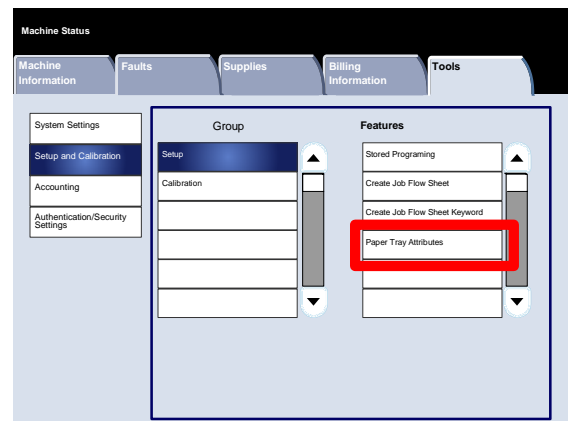
1. Enter the System Administration mode.

2. Touch the **Tools** tab.

3. Touch **Setup and Calibration**.

4. Touch **Setup**.

5. Touch **Paper Tray Attributes**.

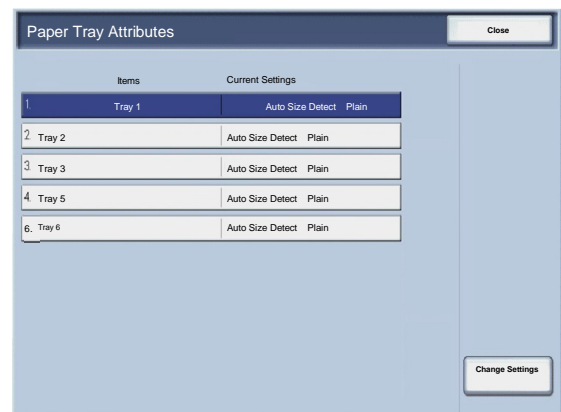


6. Select the appropriate paper tray.

7. Touch **Change Settings**.

8. Use the keyboard to enter the Keyword name.

9. Follow the screen instructions to change the **Paper Size, Paper Type and Weight, Paper Color, Paper Curl, and Alignment Adjustment** settings.



10. Touch **Save**.

11. Touch **Confirm**.

12. Touch **Close**.

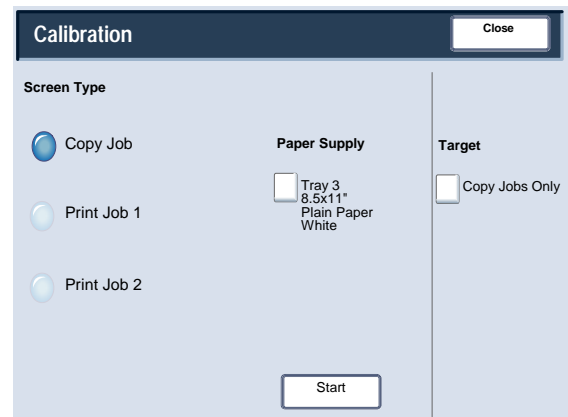
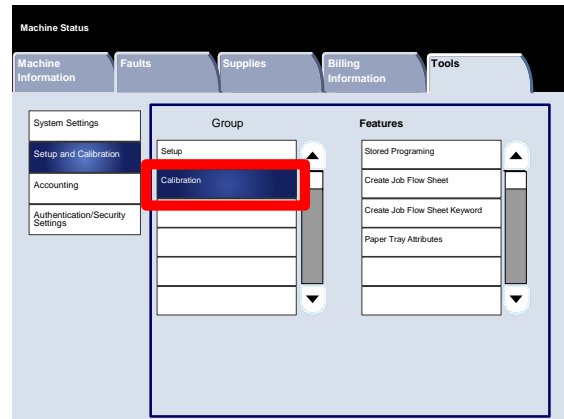
13. Exit the System Administration Mode.

Calibration

When you select **Calibration**, you will have the opportunity to move through a series of steps to optimize the quality of copied jobs. The machine will print a **calibration pattern** for you to place on the platen glass. The machine will scan the calibration pattern, and automatically make adjustments as required.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Setup and Calibration**.
4. Touch **Calibration**.
5. Select the appropriate **Screen Type**, **Paper Supply**, and **Target**.
6. Touch **Start**.
7. Follow the screen instructions.
8. Use the keyboard to enter the Keyword name.



Authentication and Accounting

The machine has Accounting and Authentication/Security Settings that are used for numerous security measures. This chapter describes how to adjust these settings.

Overview

While the Accounting feature restricts local and remote access to Copy, Scan and Print features, Authentication/Security Settings restricts local and remote access to the Services area, which includes All Services, Job Status and/or Machine Status pathways.

Accounting settings and Authentication/Security Settings features generally work independently, but there are instances when a change in one will affect the other. As an example, if you set the Authentication feature to Login to Local Accounts, Local Accounting is automatically set in the Accounting menu.

Only the System Administrator can set and control Accounting and Authentication/Security Settings.

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your copier/printer. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the screens provided in this guide are a representation of the type of screens that may be seen on your particular system.

Accounting

Accounting is a security feature that is designed to prevent unauthorized use of the machine.

Overview

The accounting feature allows you to:

- Restrict local or remote access to some or all of the Print, Copy and Scan features. You may want certain departments or individuals to have access locally or remotely to only certain machine features.
- Prevent unauthorized users from using the machine. Only users with a valid User ID can access the machine. This allows you to determine which individuals are allowed to access the machine.
- Track the number of copies, scanned pages and printed pages for any user account. This can be useful when machine expenses are shared among various departments. As an example, the human resources and maintenance departments can each be invoiced separately for their machine usage.
- Impose restrictions on individual accounts, such as limiting the number of copy, scan, and prints jobs that are allowed a user. As an example, you can allow the maintenance department to have unlimited access the copy and print features, but limit scanning.

Note

When used with Accounting, the Authentication/Security Settings features provide additional security options.

The type of information that users are prompted to enter when accessing machine features depends on the Accounting and Authentication settings.

Creating/Viewing User Accounts

Creating user accounts allows you to register user account information, such as User IDs, user names, and passcodes, and to impose restrictions:

- On the number of copy, scan and print pages allowed each user using the Accounting menu.
- On the Services pathways allowed using the Authentication/Security Settings menu.

A maximum of 1000 users can be registered.

Note

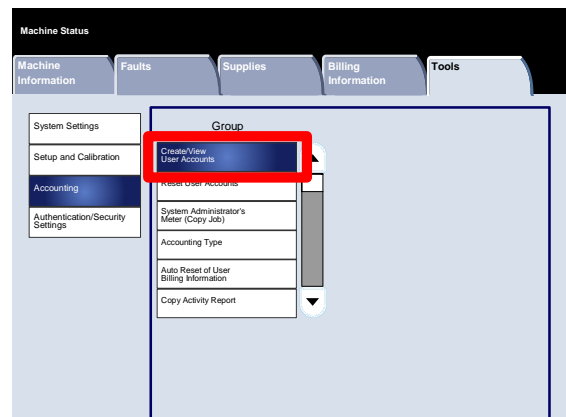
User IDs, and user names must be registered in Accounting before you can register users for Authentication.

Create/View User Accounts

The **Create/View User Accounts** screen allows administrators to assign a UserID and User Name to individual accounts on the machine.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Accounting**.
4. Touch **Create/View User Accounts**.



5. From the Create / View User Accounts screen, perform one of the following to select a user account:

- Select a (Not in Use) account that you want to create and then press the Create/Delete button.
- Using the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to a (Not in Use) account. The entered number displays in the Go To field. Then select the Create/Delete button.

UserID	User Name
1 (Not in Use)	(Not in Use)
2 (Not in Use)	(Not in Use)
3 (Not in Use)	(Not in Use)
4 (Not in Use)	(Not in Use)
5 (Not in Use)	(Not in Use)
6 (Not in Use)	(Not in Use)
7 (Not in Use)	(Not in Use)
8 (Not in Use)	(Not in Use)
9 (Not in Use)	(Not in Use)
10 (Not in Use)	(Not in Use)

Go to 0010-01000

Create / Delete

Note

You can also edit a previously created user account to reflect new user information.

6. Select the item to be set or changed.

7. Touch **Create/Delete**.

When **Create/Delete** is selected, you can assign a UserID, User name, and Account Limits to a specific account.

UserID	User Name
1 (Not in Use)	(Not in Use)
2 (Not in Use)	(Not in Use)
3 (Not in Use)	(Not in Use)
4 (Not in Use)	(Not in Use)
5 (Not in Use)	(Not in Use)
6 (Not in Use)	(Not in Use)
7 (Not in Use)	(Not in Use)
8 (Not in Use)	(Not in Use)
9 (Not in Use)	(Not in Use)
10 (Not in Use)	(Not in Use)

Go to 0010-01000

Create / Delete

8. Follow the screen instructions to change the settings.

9. Touch **Save**.

10. Touch **Close**.

11. Touch **Close** again.

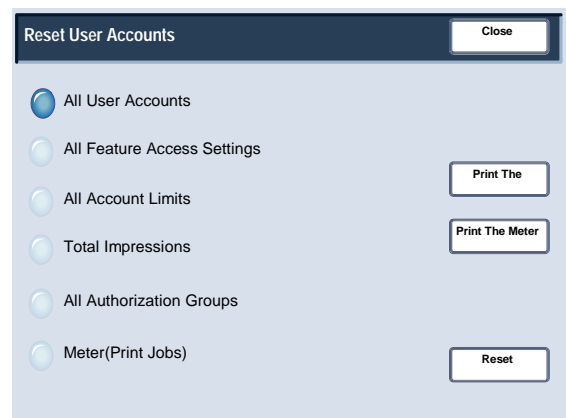
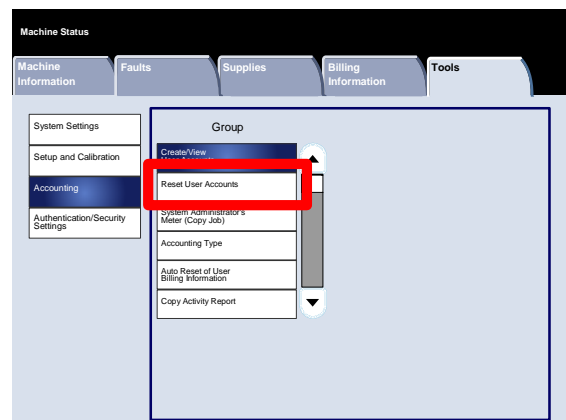
12. Exit the System Administration Mode.

Reset User Accounts

The **Reset User Accounts** screen allows administrators to reset account data for all user accounts, all feature access settings, all account limits, or all authorization groups.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Accounting**.
4. Touch **Reset User Accounts**.
5. Select the item to be set or changed.
6. Touch **Reset**.
7. Touch **Reset**.
8. Touch **Close**.
9. Exit the System Administration Mode.

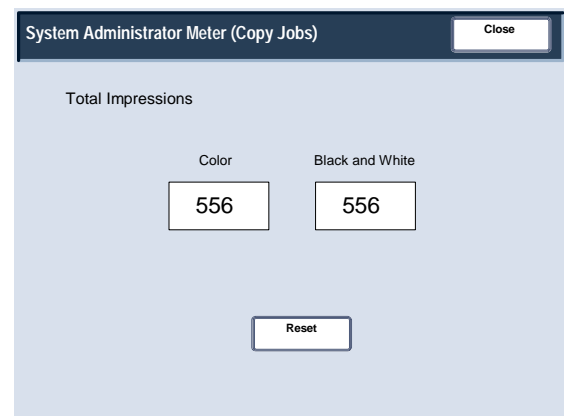
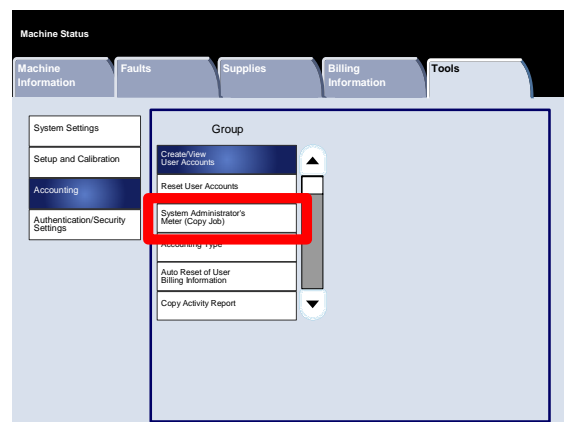


System Administrator Meter (Copy Jobs)

The **System Administrator Meter (Copy Jobs)** screen allows administrators to view and reset the administrative counters for both the color and black and white impression accounts.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Accounting**.
4. Touch **System Administrator Meter (Copy Jobs)**.
5. Touch **Reset**.
6. Touch **Close**.
7. Exit the System Administration Mode.

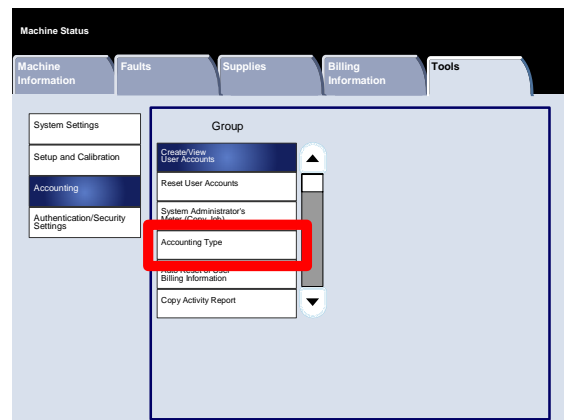


Accounting Type

The **Accounting Type** screen allows administrators to enable local accounting or network accounting on the device.

Follow the screen instructions to change the settings.

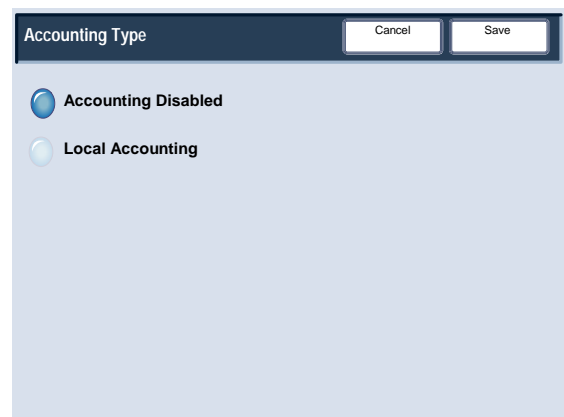
1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Accounting**.
4. Touch **Accounting Type**.
5. Touch the appropriate option.



Accounting Disabled: The machine does not require a user login ID and password in order to operate it.

Local Accounting: Enables the Account Administration feature. User registration can be performed using the touch screen or CentreWare Internet Services.

6. Touch **Save**.
7. Exit the System Administration Mode.

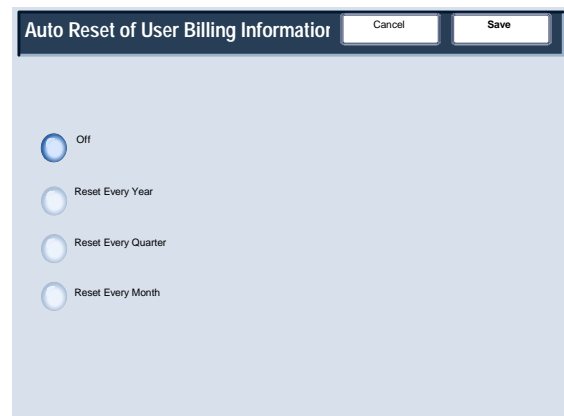
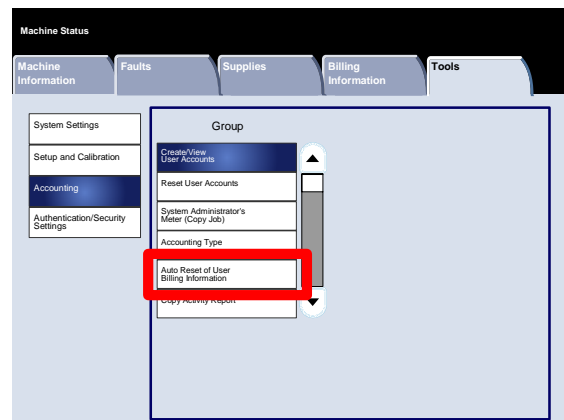


Auto Reset of User Billing Information

The **Auto Reset of User Billing Information** screen allows administrators to automatically reset user billing information at scheduled intervals.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch **Accounting**.
3. Touch **Auto Reset of User Billing Information**.
4. Touch the appropriate option.
5. Touch **Save**.
6. Exit the System Administration Mode.

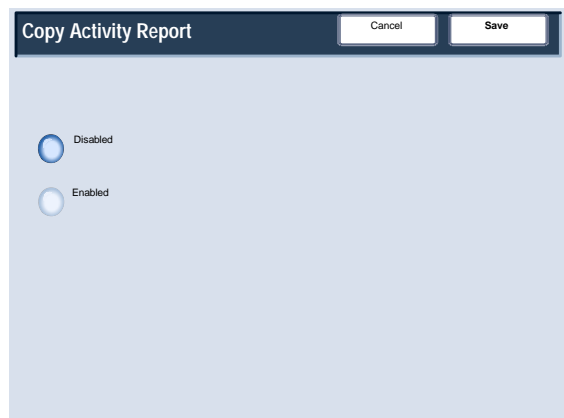
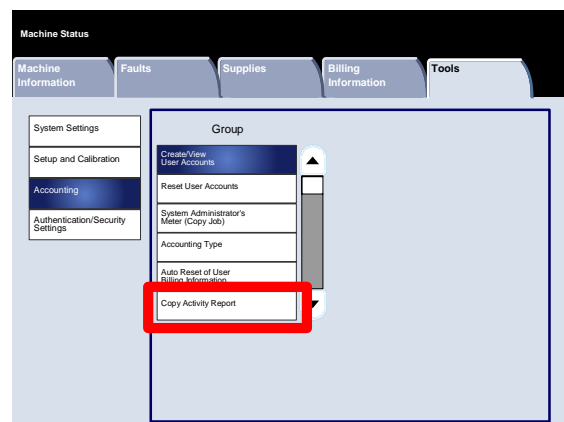


Copy Activity Report

Enabling this feature will automatically generate a printed usage report of an individual's completed Copier service session.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Accounting**.
4. Touch **Copy Activity Report**.
5. Touch the appropriate option.
6. Touch **Save**.
7. Exit the System Administration Mode.



Authentication/Security Settings

Authentication/Security Settings works in conjunction with the Accounting feature to provide additional security for your system.

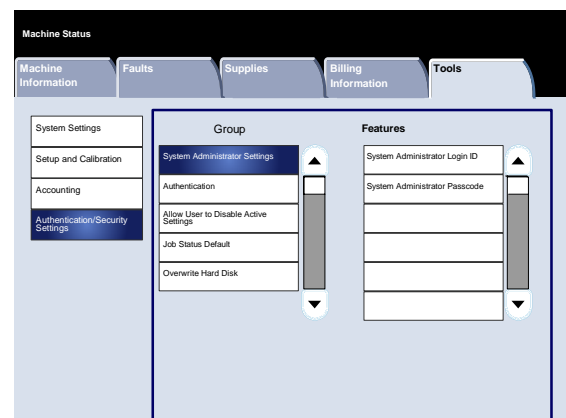
While the Accounting feature restricts local and remote access to Copy, Scan and Print features, Authentication/Security Settings restricts local and remote access to the Services area, which includes All Services, Job Status and/or Machine Status pathways.

Authentication cannot be used unless Accounting is enabled in the Accounting Type menu.

The Accounting settings determine which features are available in Authentication/Security Settings.

Authentication/Security Settings are available to System Administrator accounts, only.

Restrictions depend if the machine will be accessed locally using the control panel, or remotely using CentreWare Internet Services.



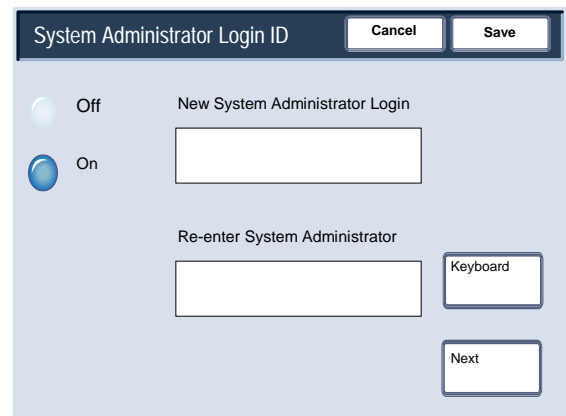
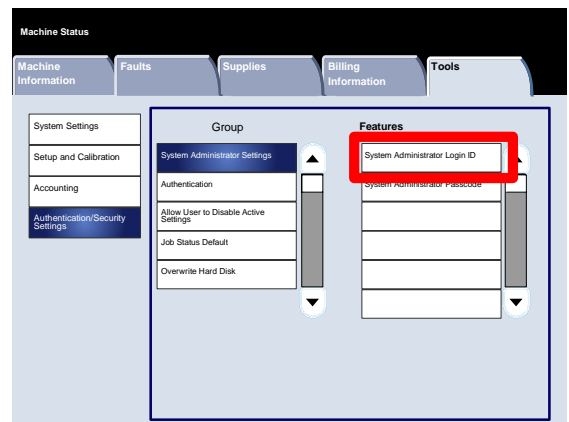
System Administrator Settings

System Administrator Login ID

The System Administrator Login ID is necessary to provide security against unauthorized entry to the system. If Off is selected, the current System Administrator's passcode will become invalid.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **System Administrator Settings**.
5. Touch **System Administrator Login ID**.
6. Touch **On**.
7. Use the Keyboard to enter the Login ID in the fields provided.
8. Touch **Save**.
9. Touch **Save** again.
10. Exit the System Administration Mode.



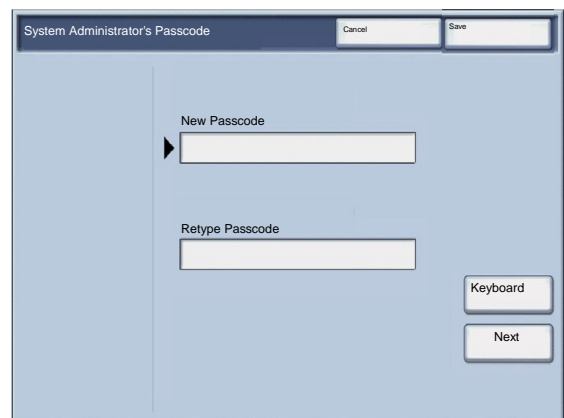
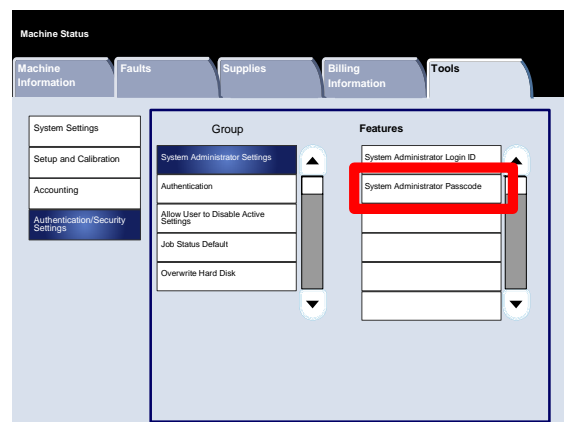
System Administrator Settings

System Administrator Passcode

The System Administrator Passcode appears in the Login Setup/Auditron Administration operation after Yes is selected for using a password. Set the password after setting the system administrator UserID. The passcode can be from 4-12 numeric digits.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **System Administrator Settings**.
5. Touch **System Administrator Passcode**.
6. Enter the passcode in the fields provided.
7. Touch **Save**.
8. Exit the System Administration Mode.



Types of Authentication

Three types of authentication are used depending on where user information is stored.

1. **Local Machine Authentication:** Uses the user information registered for the Account Administration feature to manage authentication. You need, therefore, to enable the Account Administration feature when you use Local Machine Authentication. The print data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's print driver with the one registered on the machine.
2. **Remote Authentication:** Uses a remote authentication server to manage authentication. User information is not registered on the machine.

Note

A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

3. **Xerox Secure Access:** A system that uses a magnetic-card, IC-card, and biometrics systems for authentication. If prompted, users must enter their user information on the machine's control panel.

All additional topics regarding Accounting, Authentication, and Security Settings are located in the **System Administrator Tools** section of this guide.

Authentication Controlled Users

Authentication controls how users access features: Users are classified into the following six types.

System Administrators: These are users who can enter System Administrator mode and change the machine settings. A System Administrator uses a special user ID called a System Administrator ID.

Authenticated Users (with System Administrator Privileges): These are users who have System Administrator privileges. When using a restricted service, this user must enter their user ID on the authentication screen.

Authenticated Users (with Account Administrator Privileges): These are users who have Account Administrator privileges. When using a restricted service, this user must enter their user ID on the authentication screen.

Authenticated Users: Users with no System Administrator or Account Administrator Privileges: When using a restricted service, this user must enter their user ID on the authentication screen.

Unauthenticated Users: Users who are not registered with the machine. An Unauthenticated User cannot use restricted services.

General Users: Users other than System Administrators in non-authentication mode.

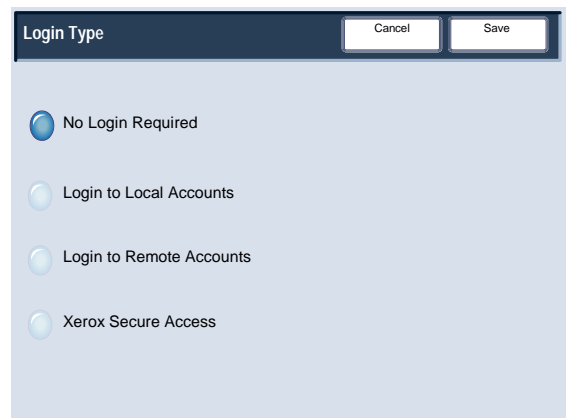
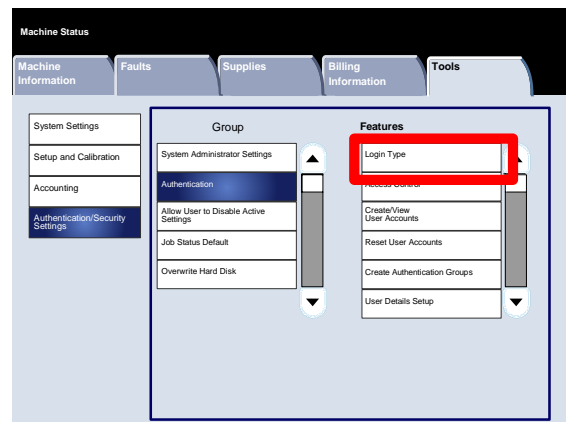
Authentication

Login Type

The system administrator can set the Login Type. Users will be required to login to their accounts before Copy / Scan / Fax / Print services can be accessed. The availability of these services is determined by machine configuration and System Administrator's settings.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **Login Type**.
6. Touch the appropriate option.
7. Touch **Save**.
8. Exit the System Administration Mode.



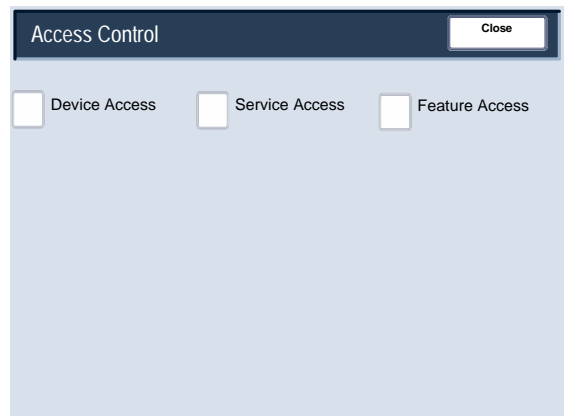
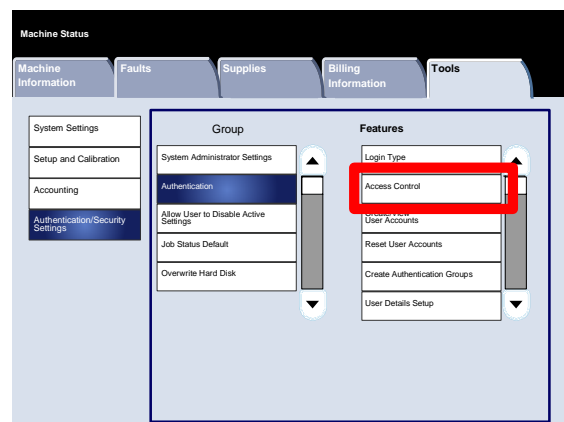
Authentication

Access Control

The system administrator can lock or unlock the Device Access, Service Access or Feature Access.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **Access Control**.
6. Select the item to be set or changed.
7. Follow the screen instructions to change the settings.
8. Touch **Save**.
9. Touch **Close**.
10. Touch **Close** again.
11. Exit the System Administration Mode.



A brief description of each of the available settings follows:

Device Access

Device Access allows administrators to lock or unlock the **All Services** pathway, the **Job Status** pathway, or the **Machine Status** pathway.

Service Access

Service Access allows administrators to lock or unlock the **Copy**, **Network Scanning**, **Stored Programming**, or **Web Applications** services.

Feature Access

Feature Access allows administrators to lock or unlock color copying.

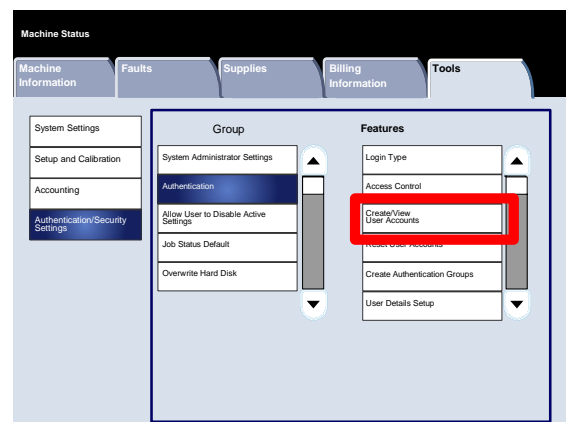
Authentication

Create/View User Accounts

The **Create/View User Accounts** screen allows administrators to assign a UserID and User Name to individual accounts on the machine.

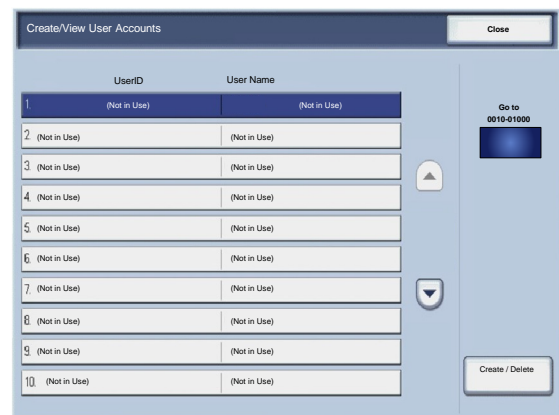
Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **Create/View User Accounts**.
6. Touch **Create/Delete**.



When **Create/Delete** is selected, you can assign a UserID, User name, and Account Limits to a specific account.

7. Follow the screen instructions to change the settings.
8. Touch **Save**.
9. Touch **Close**.
10. Exit the System Administration Mode.



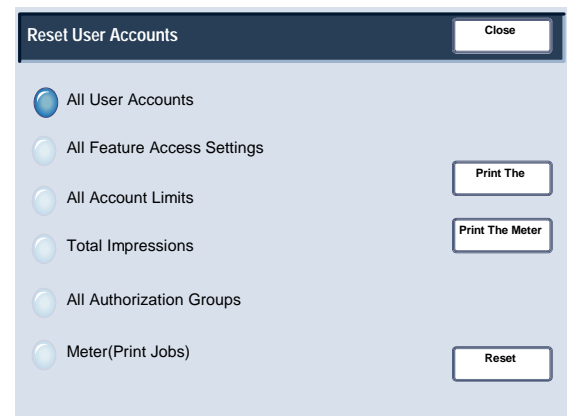
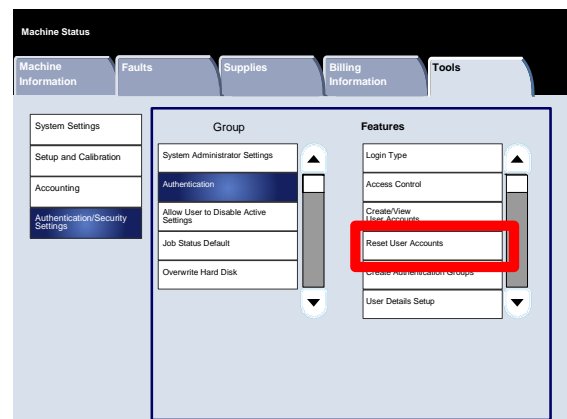
Authentication

Reset User Accounts

The **Reset User Accounts** screen allows administrators to reset account data for all user accounts, all feature access settings, all account limits, or all authorization groups.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **Reset User Accounts**.
6. Select the item to be set or changed.
7. Touch **Reset**.
8. Touch **Reset** again.
9. Touch **Close**.
10. Exit the System Administration Mode.



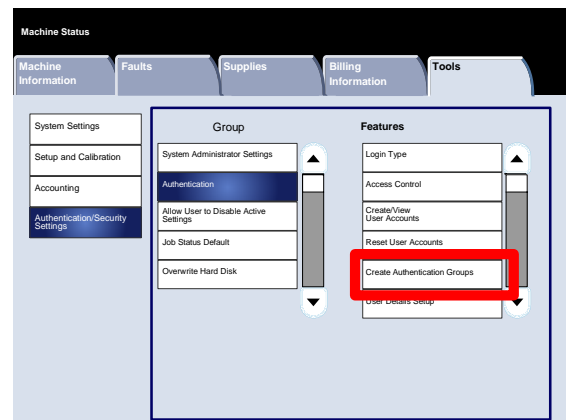
Authentication

Create Authentication Groups

The **Create Authorization Groups** screen allows administrators to assign up to 20 Group Names to authenticated accounts on the machine.

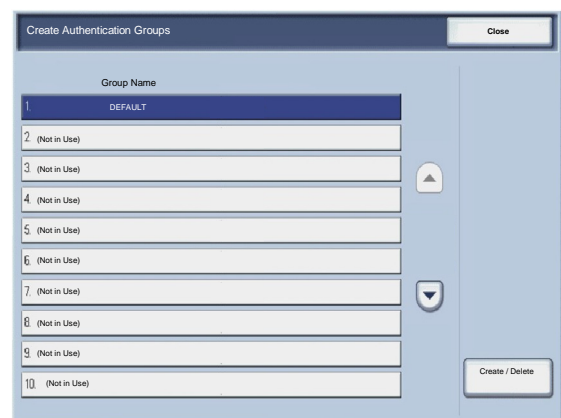
Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.



4. Touch **Authentication**.
5. Touch **Create Authorization Groups**.

6. Select the item to be set or changed.
7. Touch **Create/Delete**.
8. Follow the screen instructions to change the settings.
9. Touch **Close**.



10. Touch **Close** again.
11. Exit the System Administration Mode.

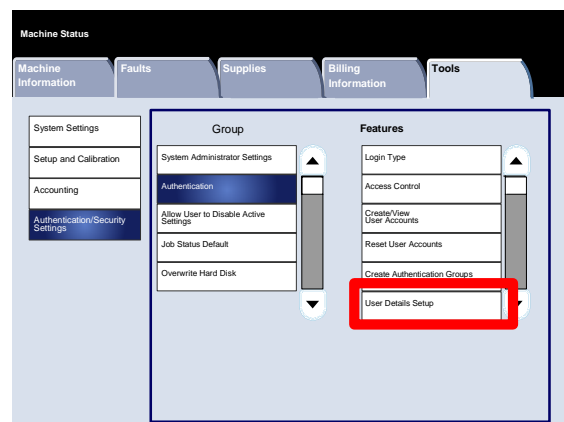
Authentication

User Details Setup

The **User Details Setup** screen allows administrators to specify options used for user authentication.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **User Details Setup**.
6. Select the item to be set or changed.
7. Touch **Change Settings**.
8. Follow the screen instructions to change the settings.
9. Touch **Save**.
10. Touch **Close**.
11. Exit the System Administration Mode.



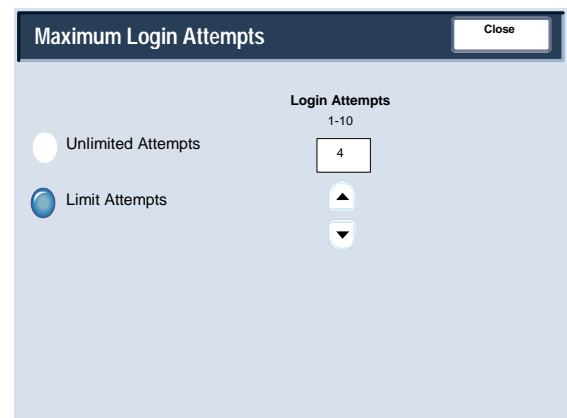
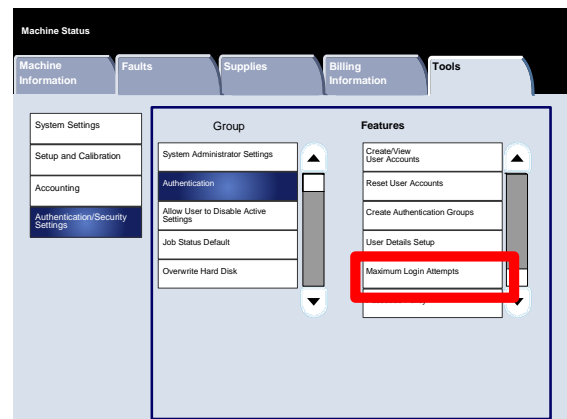
Authentication

Maximum Login Attempts

If system administrator ID authentication fails repeatedly, you can set a limit beyond which further tries are not allowed. Set the number of authentication attempts allowed between 1-10.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **Maximum Login Attempts**.
6. Use the arrow buttons to increase or decrease the value.
7. Touch **Save**.
8. Exit the System Administration Mode.



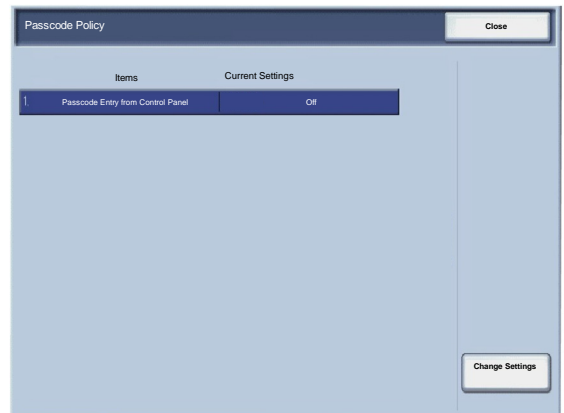
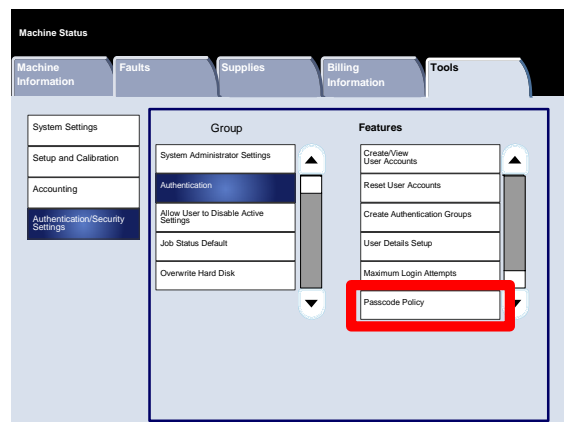
Authentication

Passcode Policy

The **Passcode Policy** screen allows administrators to change the settings for passcode entry (On or Off) from the control panel.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Authentication**.
5. Touch **Passcode Policy**.
6. Touch **Change Settings**.
7. Touch the appropriate option.
8. Touch **Save**.
9. Touch **Close**.
10. Exit the System Administration Mode.

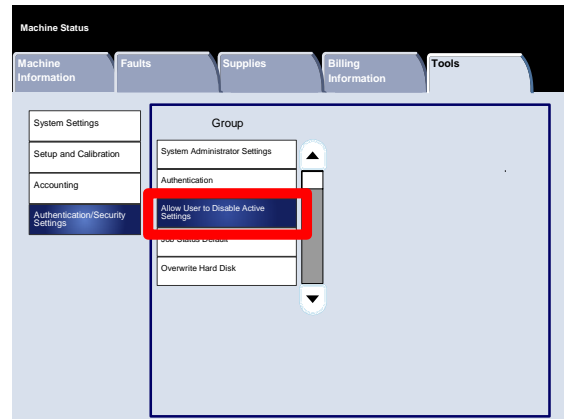


Allow User to Disable Active Settings

This feature allows authorized users to temporarily disable certain active settings, such as Force Watermark, that have been enabled by the System Administrator.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Allow User to Disable Active Settings**.
5. Touch the appropriate option.
6. Touch **Save**.
7. Exit the System Administration Mode.



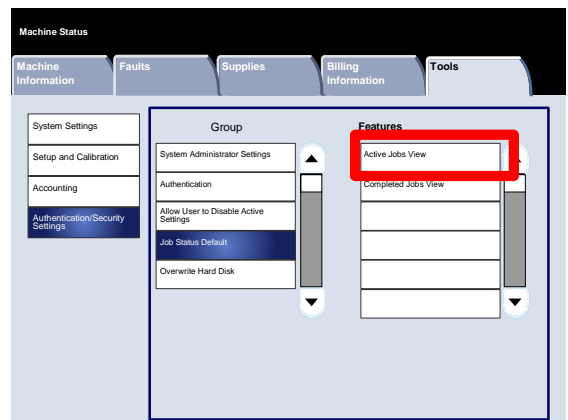
Job Status Default

Active Jobs View

The **Active Jobs View** screen allows administrators to hide or show job details for any item listed on the **Active Jobs** tab of the **Job Status** screen.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Job Status Default**.
5. Touch **Active Jobs View**.
6. Touch the appropriate option.
7. Touch **Save**.
8. Exit the System Administration Mode.



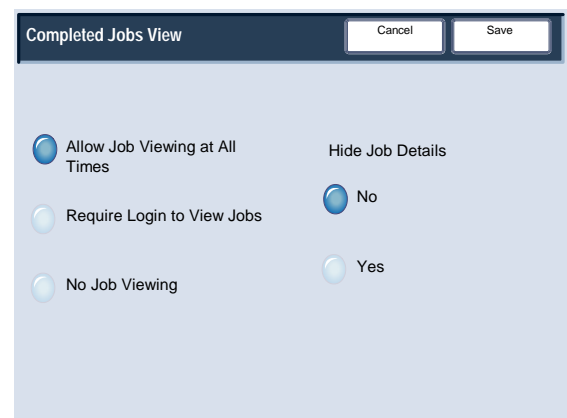
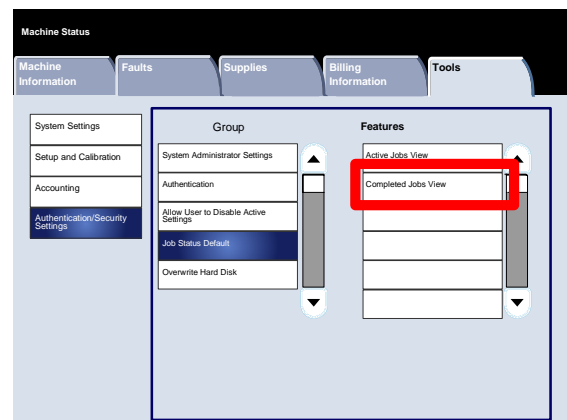
Job Status Default

Completed Jobs View

The **Completed Jobs View** screen allows administrators to specify access to jobs on the **Completed Jobs** tab. Jobs can be viewed at all times, only after login, or never.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Job Status Default**.
5. Touch **Completed Jobs View**.
6. Touch the appropriate option.
7. Touch **Save**.
8. Exit the System Administration Mode.



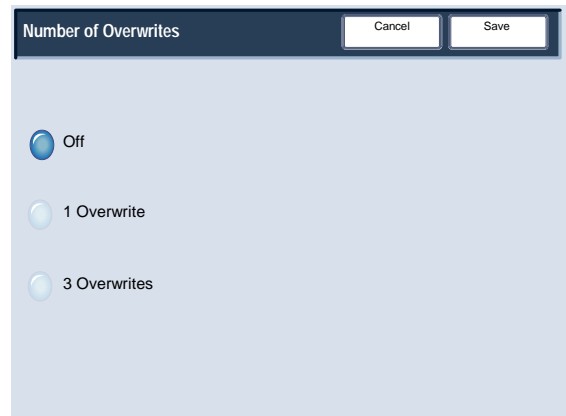
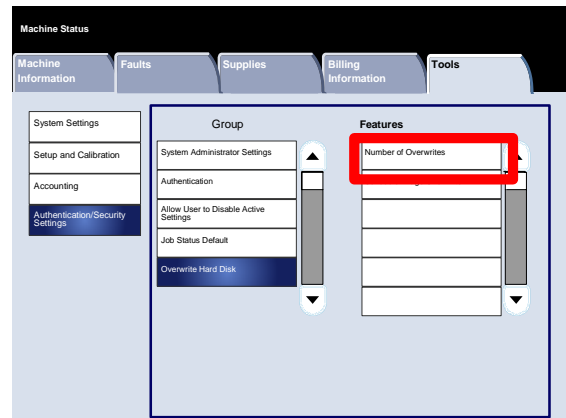
Overwrite Hard Disk

Number of Overwrites

The **Number of Overwrites** screen allows administrators to specify the exact number of Hard Disk Overwrites allowed.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Overwrite Hard Disk**.
5. Touch **Number of Overwrites**.
6. Touch the appropriate option.
7. Touch **Save**.
8. Exit the System Administration Mode.



Overwrite Hard Disk

Schedule Image Overwrite

The **Schedule Image Overwrite** screen allows administrators to specify how frequently (daily, weekly, or monthly) the Image Overwrite should occur. The Scheduled Image Overwrite can also be disabled on this screen.

Follow the screen instructions to change the settings.

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **Authentication/Security Settings**.
4. Touch **Overwrite Hard Disk**.
5. Touch **Schedule Image Overwrite**.
6. Touch the appropriate option.
7. Touch **Save**.
8. Exit the System Administration Mode.

