Xi70c User Guide

FCC Compliance in the USA

WARNING: This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a different circuit than the receiver.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the authority granted by the FCC to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

ENERGY STAR

As an ENERGY STAR® Partner, Xerox Corporation has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Information

Service

In the USA and Canada

If you are unable to solve a WorkCentre Xi Series problem using this guide or the Printer Driver Online Help, do one of the following:

Browse to: **http://www.xerox.com**

Call: **1 – 800 – TEAM – XRX (1 – 800 – 832 – 6979)**

Call from a telephone near your PC and the WorkCentre. Make sure that both your PC and your WorkCentre are turned on. Before calling, make sure you have the following information:

- WorkCentre serial number

- Purchase date from your purchase receipt

- Description of the problem

- Windows operating system version (Windows 3.1, 95, 98 or NT4.0)

Supplies

To order supplies for your WorkCentre, call or visit your local retailer. If your store does not stock these items, you may call:

Xerox **SupplyNet** toll free at:

1 – 800 – 822 – 2200

Black Cartridge – 8R7903

Color Cartridge – 8R7904

Information

How to obtain a French User Guide

Au Canada et aux États-Unis, pour obtenir la version française du présent guide d´utilisation, veuillez composer:

> 1 – 800 – TEAM – XRX (1 – 800 – 832 – 6979)

À l´extérieur des États-Unis et du Canada, veuillez communiquer avec votre représentant Xerox.

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Safety Notes

Your WorkCentre and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval and compliance to established environmental standards. Please read the following instructions carefully before operating the WorkCentre and refer to them as needed to ensure the continued safe operation of your WorkCentre.

Follow all warnings and instructions marked on or supplied with the product.

Symbology: ⚡= High Voltage, ⚠ = Warning

Unplug this WorkCentre from the wall outlet before cleaning. Always use materials specifically designated for this WorkCentre. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods. Always unplug from the electrical outlet prior to cleaning.

Never use supplies or cleaning materials for purposes other than for which they were intended. Keep all supplies and materials out of reach of children.

Do not use this WorkCentre near water, wet locations, or outdoors.

Do not place this WorkCentre on an unstable cart, stand, or table. The WorkCentre may fall, causing personal injury or serious damage to the WorkCentre.

This product is equipped with a 3-wire grounding type plug (e.g., a plug having a third grounding pin). This plug will fit only into a grounding-type power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the WorkCentre to a power source receptacle that lacks a ground connection terminal.

This WorkCentre should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the WorkCentre where persons will step on the cord.

Safety Notes

The ON/OFF switch does not electrically disconnect the machine from the power supply. **The power supply cord** is the disconnect device for this equipment. Insure that installation is near the outlet and is easily accessible.

Your machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Slots and Openings in the cabinet and in the back and sides of the WorkCentre are provided for ventilation. To ensure reliable operation of the WorkCentre and to protect it from overheating, these openings must not be blocked or covered. The WorkCentre should never be located near or over a radiator or heat register. This WorkCentre should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the WorkCentre as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the WorkCentre.

Never remove covers or guards that require a tool for removal. There are no casual operator serviceable areas within these covers.

Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened.

Use of an extension cord with this WorkCentre is not recommended or authorized.

Avoid direct viewing of the document lights. The lamps are bright and, while not harmful, they may cause an annoying afterimage. Always keep the document cover closed during operation and storage.

If you need safety information concerning the WorkCentre Xi or Xerox supplied materials, you may call the following toll-free number.

In the United States or Canada: **1-800-828-6571**

Helpful Hints

Care of your WorkCentre

- Avoid removing the ink jet cartridges from the WorkCentre unless they are to be replaced.
- Do not place heavy objects on any surface of the WorkCentre.
- Take care not to place liquids on or near the WorkCentre.
- Avoid placing clips or staples on any WorkCentre surface.

Maintenance

- Clean the Document Glass daily and as required.
- Do not apply cleaning liquids or sprays directly to the WorkCentre; apply to the cloth first.
- Store paper in a dry area, on a flat surface and in a closed cabinet.
- Wrap partially-used reams of paper tightly.

WorkCentre location

For reliable WorkCentre operation and copy quality, Xerox recommends:

- Place your WorkCentre in a well-ventilated room, positioning it so that you do not block any ventilation slots or openings, as described in the safety notes.
- Recommended environment:
  – Temperature: 60° to 95°F / 15° to 35°C.
  – Humidity: 20% to 80%.
- Place the WorkCentre on a flat, level surface.
- Avoid locations that subject the WorkCentre to:
  – Direct sunlight.
  – Extreme changes in temperature or humidity.

Unpacking

Important: Keep the carton and all the packing materials in case you have to repack or ship your WorkCentre. As soon as you have unpacked your WorkCentre and its accessories, check that all the parts have been delivered and are undamaged. The packing carton should contain:

1 Your WorkCentre
2 Two print cartridges (color and black)
3 Installation and software application CDs
4 User documentation
5 Input Tray
6 Output Tray
7 Parallel cable
8 Power cord
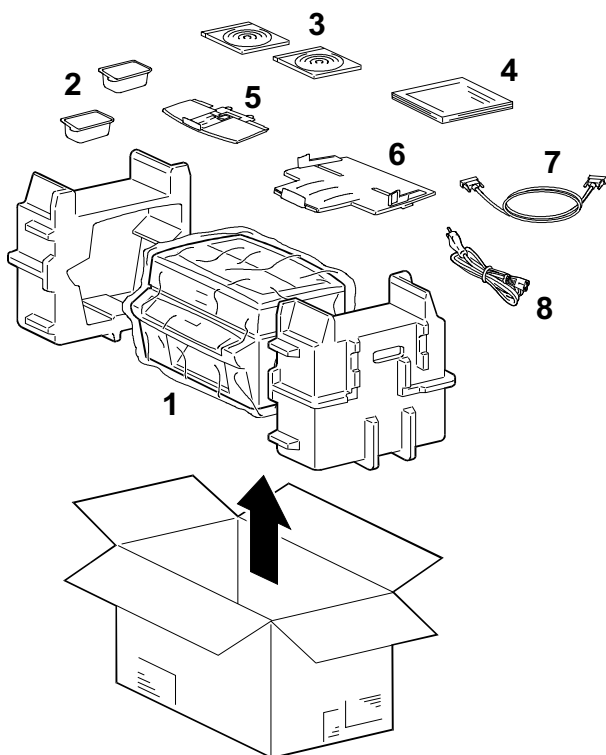
If anything is missing or damaged, call 1-800-Team-XRX
(1-800-832-6979).

Getting to Know Your WorkCentre

The following illustrations show the main parts of your WorkCentre: those which you should familiarize yourself with before continuing *Installation*.

❑ **Front view**
1 Print cartridge carriage (in loading position with cartridges inserted)
2 Control panel
3 Output tray / with bypass for Xi70c
4 Input tray
5 Paper jam release
6 Scanner module (open)
7 Document glass cover (closed)
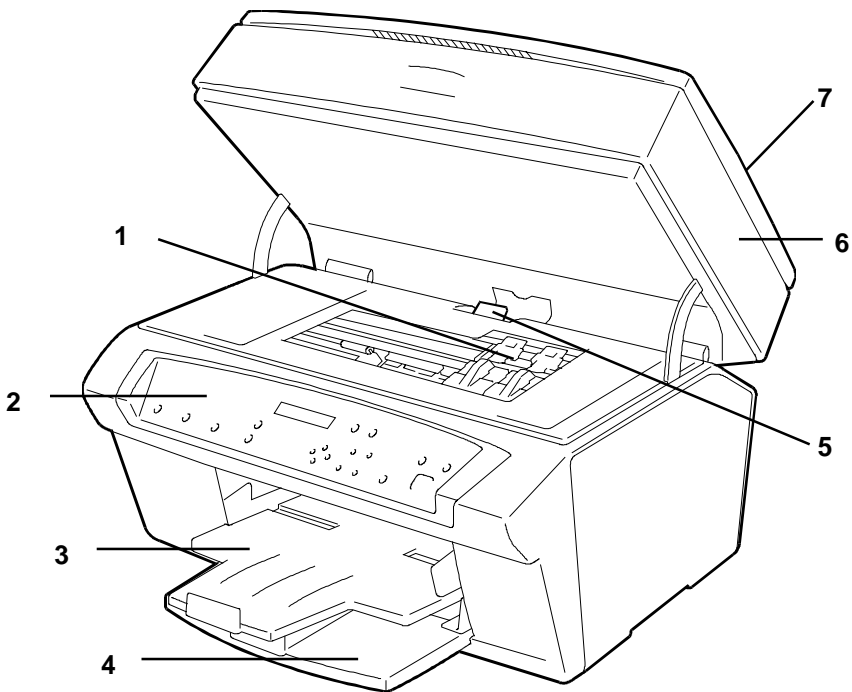
Getting to Know Your WorkCentre

❑ **Rear/Side view**
8 Power cord socket
9 WorkCentre serial number
10 Parallel cable port
11 Main ON/OFF switch
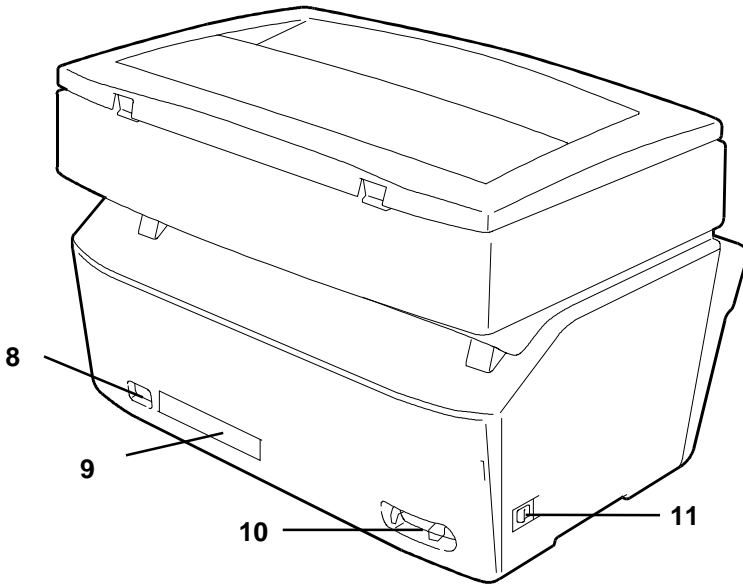
Installation

Removing shipping material

1. Raise the document cover, remove the sheet of cardboard from the document glass and then close the document cover.

2. Raise the scanner module to access the print cartridge carriage area.

3. Remove the tape that blocks the print cartridge carriage in its rest position, pulling on the red REMOVE BEFORE USE tab.

4. Close the scanner module.

Installing paper trays
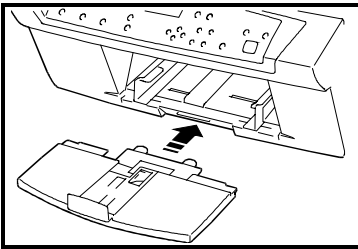
1. Install the input tray in lower front of the WorkCentre so that it slides completely into the slots on the underside of the bottom cover.
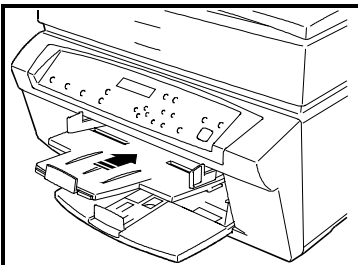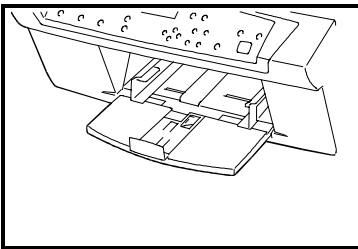
2. Install the output tray in the lateral guides in the paper output area, above the input feed tray.

Installation (continued)

Loading paper
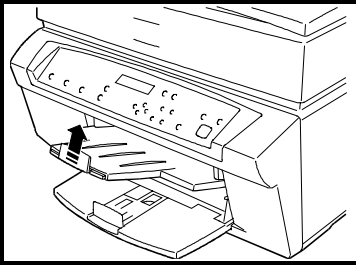
1. Raise the output tray, to simplify access to the automatic feeder.
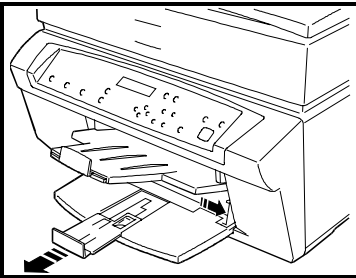
2. Pull out the adjustable paper length guide on the input tray and make sure that its adjustable side guides are completely open.
Note the maximum fill indicators on the side guides.
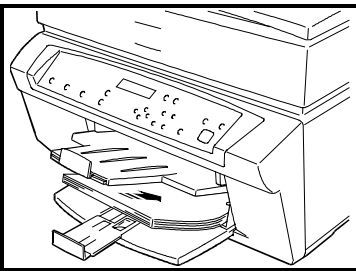
3. After fanning the paper thoroughly, load it as a single stack on the input tray, inserting it carefully until it stops inside the machine.

The surface to be printed should be face downwards in the paper tray. This is especially important for ink jet media which is coated on one side.
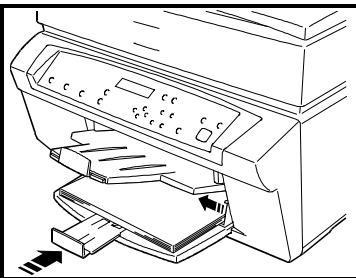
4. Close the side guides against the paper margins and the paper length guide against the trailing edge. **Make sure the paper height is below the maximum fill line on the side guides.**

Installation (continued)
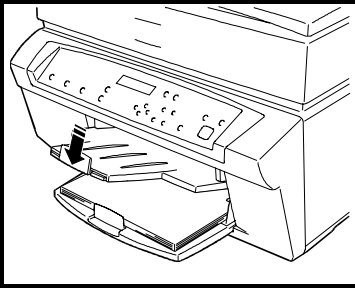
5. Lower the output tray to its operating position.

During WorkCentre operation, the side guides on the output tray must remain open and the paper length guide should be positioned to accommodate the paper size used (LETTER, LEGAL, A4 are marked on the paper length guide).

Connecting your WorkCentre
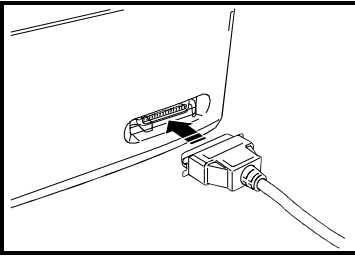
Be sure to power off the WorkCentre and PC.

1. Plug the connector of the parallel cable that comes with your WorkCentre into the socket on the rear of the machine and close the spring clips on it.

2. Connect the other end of the parallel cable to the appropriate port on your computer.

3. Insert the power cord in the receptacle on the rear of the machine.

4. Plug the other end of the power cord into a nearby wall outlet.
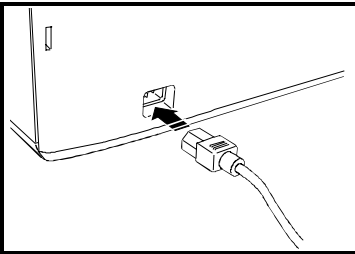
   The outlet should only supply power to your WorkCentre and not be shared.

Installation (continued)
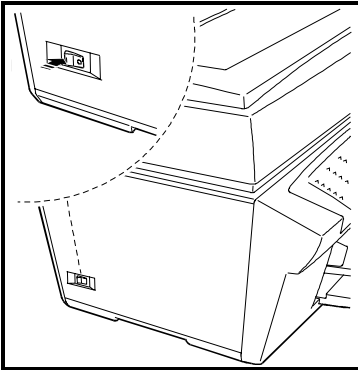
5. Press the ON/OFF switch, on the left side of your WorkCentre to switch it on.

   Your WorkCentre will take a few moments to execute an initialization cycle; the liquid crystal display (LCD) on the control panel shows INITIALIZING. As soon as initialization is completed, the LCD will show LANGUAGE: ENGLISH.

Choosing a language

Press **OK** button for English
Press **>** or **<** navigation button for a different language and confirm it by pressing the **OK** button.
The LCD will now show **INSERT CARTRIDGES**.

Installing print cartridges
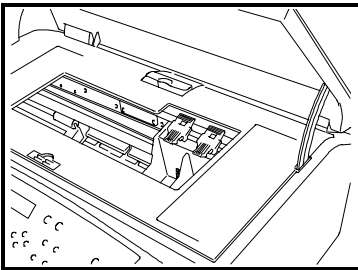
1. Open the scanner module; the print carriage will move to the cartridge loading position.
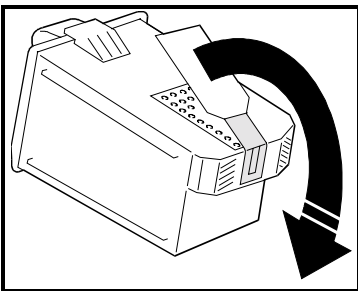
2. Open the sealed print cartridge container of the **black** print cartridge and remove the print cartridge.

3. Remove the protective film.

   Do not touch the electrical contacts (gold-colored part) or the printing jets or rest the print cartridge on either of them.

Installation *(continued)*
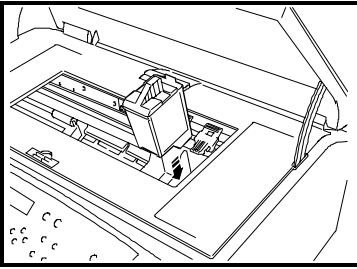
4. With the gold-colored electrical contacts facing the rear of the WorkCentre, install the print cartridge in the right-hand location, making sure that the top of the print cartridge matches the corresponding label on the adjacent cover.
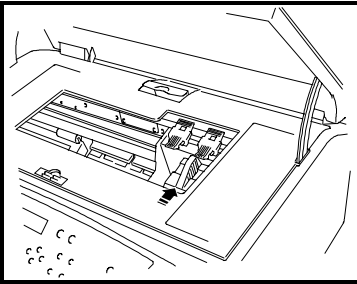
5. To seat the print cartridge correctly, push it down and towards the rear of machine until it clicks into place.
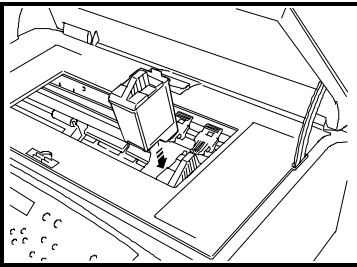
6. Now open the sealed print cartridge container of the **color** print cartridge and repeat the installation operation described above, use the **left-hand** location adjacent to it's corresponding label.
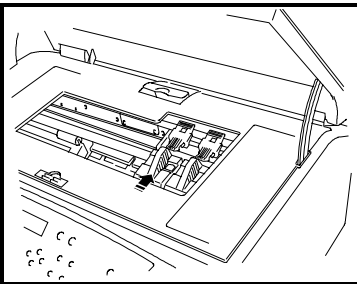
7. Close the scanner module and press the "10" button on the control panel to answer "YES" to the new cartridge questions (both black and color cartridge) and to align the print heads.

Installation (continued)

The LCD shows PLEASE WAIT followed by PRINTHEADS INITIALIZATION while the WorkCentre initializes the print heads (this takes at least one minute). As soon as the initialization cycle is completed, the WorkCentre will execute the print cartridge alignment.

If you have trouble with the print cartridge installation see the Maintenance section in this User's Guide.

Aligning the print cartridges

Note: If you disrupt the alignment procedure, the WorkCentre will assume default settings.

1. The LCD shows the scrolling message BIDIRECTIONAL ALIGNMENT and the WorkCentre prints a test sheet entitled "**Test 1: Bidirectional alignment**."

2. The LCD shows the message B/W ALIGN SELECT: G" (default value).

   If the alignment corresponding to "G" on the test sheet looks the best, press **OK**; if not, select a different value using the navigation button **<** or **>** and then press **OK**.

3. The LCD shows the message "COLOR ALIGN SELECT: 7" (default value).

   If the alignment corresponding to "7" looks the best, press **OK**; if not, select a different value using the navigation button **<** or **>** and then press **OK**.

4. The LCD shows the scrolling message PRINT HEAD ALIGNMENT and the WorkCentre prints another test sheet entitled "**Test 2: Print head alignment**."

5. The LCD shows the message "HORIZONTAL ALIGN SELECT: G" (default value).

   If the alignment corresponding to "G" on the test sheet looks the best, press **OK**; if not, select a different value using the navigation button **<** or **>** and then press **OK**.

6. The LCD shows the message "VERTICAL ALIGN SELECT: 9" (default value).

   If the alignment corresponding to "9" looks the best, press **OK**; if not, select a different value using the navigation button **<** or **>** and then press **OK**.

Installation (continued)

7. The LCD shows ALIGNMENT CONFIRMATION.

    The WorkCentre prints another test piece entitled "**Alignment confirmation**" and then exits automatically to READY.

This function (ALIGN PRINT HEAD) is generally run from the tool menu; it can also be operated from the Printer Monitor once the WorkCentre printer driver is installed (see *Printer Monitor*), but it must then be followed on the control panel.

Your WorkCentre is now ready to operate as a copier.

If you want to continue with the installation of the software, go to the specific section in this User's guide.

Note that if you switch on your PC now, in Windows 95/98 environments a screen indicating "New Hardware Found" will be displayed. Just press the Cancel button on this screen.

Control Panel

The control panel has buttons and lights that are used to control and display the conditions of the WorkCentre. The messages on the LCD indicate the current operating condition of your WorkCentre.
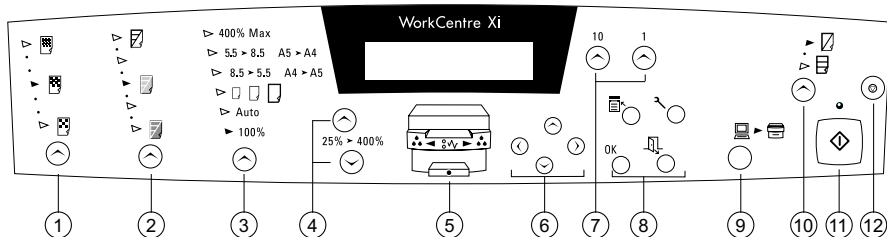
Buttons and light indicators

1 - Copy Quality Button
In standby: selects an image quality value.
Light indicators: Shows the image quality selected (Best, Normal, Draft)

2 - Color Intensity Button
In standby: selects a copy quality value.
Light indicators: Shows the copy quality selected *(more or less contrast).*

3 - Reduction/Enlargement Buttons
In standby: selects a fixed scaling value.
Light indicators: Shows the copy scale selected.

4 - UP and DOWN 25% / 400% ARROW Buttons
In standby: increases/decreases the copy percentage.

5 - Group of four light indicators on printer image

- **COLOR CARTRIDGE light indicator (left)**
  Signals ink level low or no cartridge present
  on = low ink or no cartridge
  off = cartridge detected

Control Panel (continued)

- **JAM light indicator (center)**
  Signals paper jam
  on = jam detected
  off = jam removed/no jam

- **B/W CARTRIDGE light indicator (right)**
  Signals ink level low or no cartridge present
  on = low ink or no cartridge
  off = cartridge detected

- **PAPER light indicator (lower center)**
  On copy/print command, tests for paper
  on = no paper detected
  off = paper present

6 - Cluster of four NAVIGATION Buttons

Up/Down: Scrolls up and down the Copy Features or Tools menu parameters.
Left/Right: Scrolls through choices for a particular parameter in a menu.

Enabled only when either the Tools or the Features menu is active; scrolls up and down categories and left and right parameters

7 - Two buttons

- **"10" Button**
  In standby: sets the number of copies, increasing/decreasing by 10.

- **"1" Button**
  In standby: sets the number of copies, increasing/decreasing the quantity by 1.

8 - Group of four function buttons

OK **Button**
Validates a choice for a parameter; enabled only when either the Tools or the Copy Features menu is active

Exit Button
Causes exit from the activated menu; enabled only when either the Tools or the Copy Features menu is active

Control Panel *(continued)*

Copy Features Button
Accesses the functions in the Copy Features menu.

TOOLS Button
The Tools menu contains a series of control functions that allow you to maintain the efficiency of your WorkCentre.

How to access
With the WorkCentre in stand-by (READY TO COPY.....100%.....1), press the **Tools** button on the control panel.

How to operate within the menu
1. To move through the menu, use the navigation buttons $\wedge$ or $\vee$ on the control panel.
2. To select the function displayed or to confirm a selection made within the function, press the **OK** button on the control panel.
3. To make a selection within the function, use the navigation buttons < or > on the control panel.

Menu items

PRINT HEAD ALIGNMENT
This function should be run whenever you insert, remove or replace a print cartridge (see *Installation* and *Replacing the print cartridges*). Pressing **OK** on the control panel when this function displayed on the LCD initiates the operation.

PRINT HEAD CLEANING
Pressing **OK** on the control panel when this function displayed on the LCD causes a print cartridge cleaning cycle to be executed. The LCD displays **CLEANING...** during the operation.

RESTORE FACTORY SETTINGS
Pressing **OK** on the control panel when this function displayed on the LCD causes the WorkCentre setup values defined in the factory to be restored, clearing any customized settings you may have made.

Control Panel *(continued)*

DEFAULT SET
Pressing **OK** on the control panel when this function is displayed on the LCD allows you to set customized default values.
When you press **OK**, the LCD will show **START DEFAULT** and the first default value flashes.

LCD message	Default value (flashing)	Other values
START DEFAULT	COLOR	B/W
AUTO CLEAR TIME	60 SEC	30 SEC 90 SEC 120 SEC OFF
INK LEV. WARNING	OFF	ON
IMAGE QUALITY	NORMAL	BEST DRAFT
RETURN TO PRINT	AUTOMATIC	OFF 2 MIN 5 MIN 15 MIN 30 MIN
LANGUAGE	ENGLISH	FRANCAIS ITALIANO ESPANOL DEUTSCH PORTOGUES CZECH POLISH HUNGARIAN NEDERLANDS
SLEEP MODE	OFF	12 MIN 8 HOURS
POWER SAVE MODE	OFF	45 SEC 90 SEC 2 MIN 5 MIN
ZOOM R/E PRESET	ENTRY : 100%	ENTRY : 25 %(min) ENTRY : 400%(max)
DRY DELAY TIME	OFF	ON

Control Panel *(continued)*

PRINT DEFAULT PAGE
Pressing **OK** on the control panel when this function is displayed on the LCD makes a copy of the document currently on the document glass. The LCD displays **COPYING...** during the operation.

PRINT TEST PAGE
Pressing **OK** on the control panel when this function is displayed on the LCD prints a test page. The LCD displays **PRINTING...** during the operation. The print test page contains technical information on the printer emulation and firmware version, the black and color print cartridge tests and the currently saved setup values.

LANGUAGE: ENGLISH
START DEFAULT: COLOR
IMAGE QUALITY: NORMAL
ZOOM R/E PRESET: 100%
AUTO CLEAR TIME: 60 SEC
INK LEVEL WARNING: OFF
SLEEP MODE: OFF
POWER SAVE MODE: OFF
DRY DELAY TIME: OFF

COUNTER PAGE: (1)
This parameter contains the counter settings for the number of pages printed, and the consumption (in ink droplets) of the print cartridges (cyan, magenta and yellow for the color cartridge, and black).

How to exit
To exit from any function or from the entire **Tools** menu, press the **EXIT** button on the control panel.

9 - ON LINE Button
Interrupts/resumes the current print job. Allows copying during a print job.
Light indicator between the two symbols:
on = connect to PC
off = print job paused
blinking = data transmission to/from PC

Control Panel (continued)

10 – Color or Black/White toggle button
Selects type of job output.
Two *light indicators* above button:
color on = color copy
b/w on = b/w copy

11 - Button with light indicator
- **START**
  Starts a copy job
  Can also be used to pause a print job in order to initiate a copy job.
  Press after correcting an error condition.

- **READY light indicator**
  (above **START** button):
  on = ready to copy/standby/power save
  off = copying (busy) or in error condition (LCD error message displayed)
  blinking = sleep mode

12 - CLEAR (STOP)
Aborts the current copy quantity to one or default.
In standby: resets the copy Quantity
In standby: pressed twice, clears job with user settings, restoring default
settings.

Liquid crystal display (LCD)

The 16-character, 2-line liquid crystal display shows the WorkCentre
operating condition (machine status and error messages). It also shows
and allows selection of the various programmable and machine-care
features contained in the Copy Features by pressing the appropriate
buttons on the control panel.

Software Installation

Your WorkCentre has been shipped with the software needed to perform printing, scanning and PC fax. It includes award winning Pagis Pro 2.0 and MGI PhotoSuite software. Windows Operating Systems 3.1x, 95, 98, and NT4.0 are supported. Windows 3.1x users are supported by TextBridge Pro.

This software includes:

- **Pagis Pro 2.0**, a scanning suite
- **MGI PhotoSuite**, a photo editor
- **Installation CD** which contains a **scanner driver** and a **printer driver**. Also included are **on-line documentation** files, and a **printer monitor** for easy access to printing status and printer care.

The installation CD also contains a **printer set-up utility** program (CONFIG.EXE), for personalized printer settings under **DOS** (see *DOS environment*).

System requirements

For Windows® 3.1x: PC 486 or better; at least 8 Mbytes RAM.
For Windows® 95: PC 486 or better; at least 16 Mbytes RAM.
For Windows® NT: Pentium; at least 16 Mbytes RAM

All configurations require at least a VGA monitor and a parallel IEEE 1284 ECP interface connection.

The drivers and documentation files copied to your hard disk during software installation will occupy approximately 20 Mbytes of disk space.

If your PC does not have a CD-ROM drive:

If you do not have a CD-ROM drive you can create 3.5 inch diskettes from the create disk utility on this installation CD. You will need to locate a computer that has both a CD-ROM drive and a 3.5-inch diskette drive. To create the diskettes follow the procedure given on the Installer introductory screens.

Software Installation (continued)

Software installation procedure (Windows® environment)

Before installing any software, read carefully the *Terms and conditions of the user license* displayed as the first page of the specified software install procedure and make sure that the WorkCentre is connected to your computer as per the installation instructions.

First install the drivers located in the **Installation CD**. Once you have completed the installation of the **printer driver** and **scanner driver**, the WorkCentre is fully functional, however, you may then choose to install the **Pagis Pro 2.0** and **MGI PhotoSuite** CDs. All Software can be installed using the following instruction sets for your particular operating system.

❑ **Windows® 95/Windows® 98**
Suggestion: Switch off your WorkCentre now, and repower it only after completing software installation.

1. Start Windows® on your computer.

2. If your WorkCentre is powered, Windows® will recognize the WorkCentre as "new" and display the message **New Hardware Found**.

3. Click the **Cancel** button on the screen.

4. Insert the CD in the CD drive of your computer; the installation program starts automatically. Click on Xerox WorkCentre Software; then follow the instructions displayed on your computer screen, choosing the drivers you wish to install.

5. After installing the required drivers, select Restart now to exit and reboot your PC or select Back to return to the introductory screen. When you quit the Installer program, you will be asked to restart Windows®.

❑ **Windows® 3.1/3.11**

1. Start Windows® on your computer.

2. Insert the installation CD in your computer's CD ROM drive.

3. Open **Main** in **Program Manager**.

4. If you want to install the *printer driver*, continue as follows:

Software Installation *(continued)*

5. Open **Printers** in **Control Panel**

a. Click on **Add>>**, select **Install Unlisted** or **Updated Printer** in the **List of Printers** and then click on **Install…** .

b. Using **Browse**, select your CD drive (usually "**d**").

    The list of language directories opens.

c. Select the appropriate language and click **OK.**

    The language directory opens to show "\printer" and "\scanner".

    Select "**printer**" and click **OK**.

d. "**Xerox WorkCentre Series Xi**" is now in the List of Printers in the **Add Unlisted or Updated Printer** dialogue box. Click **OK**; installation of the printer driver starts.

e. Once installation is completed, "**Xerox WorkCentre Series Xi**" will be in the **Installed Printer** dialogue box.

6. If you want to install the *scanner driver*, continue as follows:

a. Open **File Manager**

b. Select your CD drive (usually "**d**").

    The list of language directories opens.

c. Select the appropriate language and click **OK.**

    The language directory opens to show "\printer" and "\scanner".

d. Select "**scanner**" and click **OK**.

e. Access "disk1"

f. Click on "setup.exe"; installation of the scanner driver starts.

When the driver installation is completed, you will be asked to restart Windows®. If you wish to start operating immediately with your WorkCentre, you should reply "yes" (Restart); if you intend to continue installing software, you should reply "no" and restart only when you have finished installing all the software.

Software Installation (continued)

The WorkCentre driver icon will be inserted automatically in the **Printers** folder/group in Settings/Program Manager. It allows immediate access to the **Printer Monitor**, **Scanner Monitor**, **On-line Documentation**, **Uninstaller** and information files whenever these are required.

You can now access and use all the features of your WorkCentre.

Software Installation (continued)

Loading application software

To install Pagis Pro 2.0 software:

Note: If you have a previous version of Pagis Pro or TextBridge Pro on your PC, you should uninstall them before installing Pagis Pro 2.0.

1. Close any applications that you may already be running.

2. Insert the Pagis Pro 2.0 CD into your CD-ROM drive
    *Autorun should start automatically, otherwise, search the CD and click on **matisse.dbd**.*

3. Click **Install the Software**.
    An installation message appears followed by the Pagis Welcome dialogue.

4. Click **Next**.

5. A Choose Destination Location dialogue appears.
    Browse for a new destination directory only if necessary.
    Otherwise, accept the default destination directory: ***C:\Program Files\Xerox\Pagis***.

6. Click **Next**.

7. Choose the set-up you prefer. Select '***typical setup***' unless you are an advanced user and would like to choose the options to install.

8. Click **Next**.

9. Select **Program Folders** if you wish to add program icons and click **Next**. Pagis Pro will begin copying files.

10. Select the files to **Add as Shortcuts** to the Pagis Send to Directory. Select as many as/all files and click **OK**.

11. Once the software is successfully installed, you may select a scanner driver.
    Choices include scanners from both ISIS and Twain
    Once you have made your selection, click **OK**.

Software Installation (continued)

12. It is recommended that you update the Pagis Index – this will update the default Pagis Index so your documents can be easily retrieved.

    Note: This may take several minutes.

13. Restart your computer. When Windows® 95 comes up, the Pagis Tool Bar and Send To Bar should appear on your desktop.

Now that you have installed Pagis Pro 2.0, here are a few tips for setting up your desktop:

- You can place your Tool Bar anywhere on your Windows® desktop.

- Pagis Pro 2.0 has been placed in your start-up group.

- Your Pagis "Send To" bar can be moved and sized to meet your particular needs.

- You can also add other applications to the Send To bar simply by using the Windows® 95 standard functions for adding applications to the "Send To" menu.

Software Installation *(continued)*

DOS environment

Although optimized for operation in a Windows® environment, your printer will also operate in DOS, recognizing PCL III + command codes. This means that you can print from any DOS application that supports this command code set.

The installation CD supplied with your printer also contains a ***printer set-up utility*** program (CONFIG.EXE), which allows you to personalize the printer settings, if your application driver does not already contain the settings you require.

The programmable features available through CONFIG.EXE are the following:

Parameter (Identifier)	Value(s) (Qualifier)
PaperFormat	A4, A5, US Letter, US Legal, US Executive, COM-10, DL, C6, C5, B6 User-defined: min. 4 x 5.8 in; max. 8.5 x 14 in
PerSkip	Off (no bottom margin - BOF) On (BOF = 12.7 mm)
TextScale	Off On
Bimdensity	75, 150, 300 (dots per inch)
Terminator	Normal (CR=CR;LF=LF;FF=FF) AutoLF (CR=CR+LF;LF=LF;FF=FF) AutoCR (CR=CR+LF;LF=LF;FF=CR+FF) AutoCRLF (CR=CR+LF;LF=LF+CR; FF=CR+FF)
Quality	LQ (Letter Quality) NLQ (Near Letter Quality) DRAFT (Draft)
WidthType	Off (nominal character size) HalfWidth HalfHeight HalfWidth HalfWidthHeight
TypeStyle	1 (Courier Upright Port. 10cpi 12pt))

Software Installation *(continued)*

Parameter (Identifier)	Value(s) (Qualifier)
Charset	1- CP 437 International 2 - PC 8 Denmark/Norway 3 - CP 850 Multilingual 4 - ECMA-94 Latin 1 5 - Roman 8 6 - Legal 7 - ISO 2 - IRV 8 - ISO 4 - United Kingdom 9 - ISO 6 - ASCII 10 - ISO 10 - Sweden 11 - ISO 11 - Sweden Names 12 - ISO 14 - JIS ASCII 13 - ISO 15 - Italy 14 - ISO 16 - Portugal 15 - ISO 17 - Spain 16 - ISO 21 - Germany 17 - ISO 60 - Norway 1 18 - ISO 61 - Norway 2 19 - ISO 69 - France 20 - CP 860 Portugal 21 - UNIX International 22 - CP 863 French Canadian 23 - PC Abicomp International 24 - PC Abicomp Portugal 25 - CP 852 26 - CP 857 Turkey 27 - CP 866 Cyrillic 28 - CP 210 Greece 29 - CP 851 Greece 30 - CP 862 Hebrew
Orientation	Portrait Landscape

How to change the printer settings in DOS environment

With your WorkCentre connected and switched on, insert the CD containing the **config.exe** program in the CD drive on your PC and, from the DOS prompt, type **d:\config.exe**, where "**d:**" is the CD drive pathname.

Follow the instructions displayed on your PC screen.

Software Installation (continued)

Uninstalling Software

If you have problems printing or scanning that are not solved with normal care operations, it may be necessary to re-install the driver(s).

To do this, you must first uninstall the driver(s), by clicking on the specific **Uninstall** icon(s) created when you first loaded the software. This allows a complete and correct removal of all the files loaded from the CD and/or created in your PC during software installation, permitting a correct re-installation (see **Software Installation**).

Copy/Print Media

Paper formats and types

Your WorkCentre can handle the following:

1. Paper sizes:

Format	Size	Top Margin	Bottom Margin	Left Margin	Right Margin
Single Sheets					
A4 size	8.27 x 11.7 in 210 x 297 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
A5 size	5.85 x 8.27 in 148.5 x 210 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
U.S. letter	8.5 x 11 in 216 x 279 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.25 inch 6.35 mm	0.25 inch 6.35 mm
U.S. legal	8.5 x 14 in. 216 x 356 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.25 inch 6.35 mm	0.25 inch 6.35 mm
U.S. Executive	7.25 x 10.5 in. 184 x 267 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
U.S. Folio	5.5 x 8.5 in. 215.9 x 330.2 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
U.S. Statement	5.5 x 8.5 in. 139.7 x 215.9 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
B5 size	7.2x10.1 in. 182 x 256 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.167 inch 4.2 mm	0.167 inch 4.2 mm
Card Stock					
U.S. cards. 4x6	4 x 6 in 102 x 152 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
U.S. cards 5x8	5 x 8 in. 127 x 203 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
A6 cards	4.1 x 5.83 in 105 x 149 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.13 inch 3.30 mm	0.13 inch 3.30 mm
Envelopes					
U.S. # 10	4.12 x 8.88 in 105 x 225 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.4 inch 10.16 mm	0.4 inch 10.16 mm
C5	6.38 x 9.0 in 162.0 x 228.8 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.4 inch 10.16 mm	0.4 inch 10.16 mm
DL	4.33 x 8.66 in. 110 x 220 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.4 inch 10.16 mm	0.4 inch 10.16 mm
C6	4.46 x 6.37 in 114 x 162 mm	0.04 inch 1.00 mm	0.71 inch 18.00 mm	0.4 inch 10.16 mm	0.4 inch 10.16 mm

Copy/Print Media (continued)

Format	Size	Top Margin	Bottom Margin	Left Margin	Right Margin
B6	4.92 x 6.93 in	0.04 inch	0.71 inch	0.4 inch	0.4 inch
	125 x 176 mm	1.00 mm	18.00 mm	10.16 mm	10.16 mm
B6 Envelope	6.93 x 9.84 in	0.04 inch	0.71 inch	0.4 inch	0.4 inch
	176 x 250 mm	1.00 mm	18.00 mm	10.16 mm	10.16 mm
Monarch	3.875 x 7.50 in	0.04 inch	0.71 inch	0.4 inch	0.4 inch
	98.43 x 190 mm	1.00 mm	18.00 mm	10.16 mm	10.16 mm
User-defined					
Minimum	3.875 x 5.85 in	0.04 inch	0.71 inch	0.25 inch	0.25 inch
	98.43 x 148.5 mm	1.00 mm	18.00 mm	6.35 mm	6.35 mm
Maximum	8.5 x 14 in	0.04 inch	0.71 inch	0.25 inch	0.25 inch
	215.9 x 355.6 mm	1.00 mm	18.00 mm	6.35 mm	6.35 mm

❑ Single sheets

See *Loading paper* in *Installation* for instructions on how to insert standard size single sheets in your WorkCentre.

❑ Note cards

Your printer can handle two types of note cards: plain paper and photographic paper. You can insert plain paper cards either in packs of up to 50 in the input tray or 5 at a time in the bypass tray. You can insert photographic paper cards in packs of up to 25 in the input tray (Xi70 only) or one at a time in the bypass tray.

❑ Envelopes

You can insert 21 lb/80 g/m^2 envelopes either in packs of up to 25 in the input tray or one a time through the bypass tray.

You **MUST** use the intermediate rear guide if you use the input tray. The envelopes must be inserted with their short side as the leading edge, the printing side face down and the sealing flap to the left.
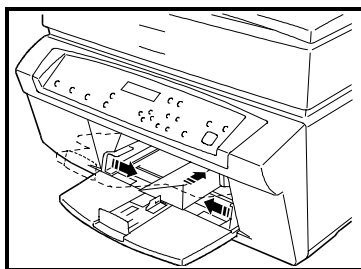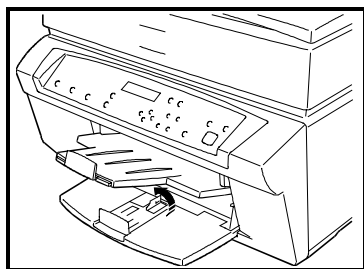
Copy/Print Media *(continued)*

2. Paper types:

For optimum printing quality, you should always use the printing media specifically indicated by the manufacturer (see *Supplies* for recommended media types). Use of non-recommended printing media may result in incorrect paper feed and/or poor print quality.

❑ **Plain**

Use good quality, bond office or inkjet paper.

❑ **Special copy/print media**

For all types of special media, always read the instructions included with the media pack.

Coated

This type of paper has a very smooth finish on the side to be used for printing. You can insert it either in packs of up to 50 sheets in the input tray or one at a time in the bypass tray.

Glossy

This is similar to that used in the photographic industry. You can insert it either in packs of up to 25 in the input tray or one at a time in the bypass tray.

Photographic

This type of paper has a sophisticated glossy coating, and gives a professional finish to your print job. You can insert it either in packs of up to 25 in the input tray or one at a time in the bypass tray.

Transparencies

Always use those specifically indicated for ink jet printers; they are designed to absorb the ink correctly. You can insert them either in packs of up to 50 in the input tray or one at a time in the bypass tray.

T-shirt/ textile transfers
Always use those specifically indicated for ink jet printers; they are designed to absorb the ink correctly. You can insert them 5 at a time in the input tray or one at a time in the bypass tray.

Copy/Print Media *(continued)*

3. Paper weights

	Main and Bypass ADF			
	min		max	
	g/m^2	lb.	g/m^2	lb.
Cut sheet paper				
Accepted paper cut sheet weight:	60	16	150	40
Recommended paper cut sheet weight:	70	19	90	24
Envelope				
Accepted envelope weight:	60	16	90	24
Recommended envelope weight:	70	19	80	21
Note card				
Accepted note card weight:	100	27	150	40
Recommended note card weight:	100	27	135	36
Banner				
Accepted banner weight:	70	19	120	33
Recommended banner weight:	80	21	100	27
Transparencies Use transparencies specified for inkjet printers.				

Use of paper with cut sheet weight in the range 60 - 70 g/m^2 (included) is recommended for text only.

Driver settings

Once you have loaded the copy/print media in your WorkCentre, you should select its size and type in the Copy Features menu (see ***Using your WorkCentre as a Copier***) or the Printer Monitor (if you have loaded the printer driver and are ***Using your WorkCentre as a Printer***).

Copy/Print Media (continued)

Precautions

- Sub-standard paper can affect the quality of printing.

- Make sure the paper feeds smoothly, and that it is not held too tightly or too loosely.

- The paper/envelope must not be curled, crumpled or torn, otherwise it may jam or even not feed. Always use paper in perfect condition and within the specifications defined.

- Printing on both sides of the paper may increase the risk of misfeeds or paper jams and may cause smudging.

- You should *NEVER* try to print on the flap side of envelopes.

- Print *ONLY* on the side of special media specifically indicated as the printing surface.

- If you remove the paper from or add paper to the input tray, you **MUST** repeat the entire paper loading operation.

- When using user-defined/non-standard size formats, remember to select the appropriate paper type in your printer driver (see the **On-line Documentation** loaded with your printer driver).

For all types of special printing media, always read the instructions included with the media pack.

Remember that heavily printed pages tend to curl and thus not stack correctly. They also tend to stain the rear of the page stacked over them, as they require longer to dry. You can either select the specific option (Dry Delay Time) in the Default Set menu in Tools or in the Printer Monitor or remove these pages as soon as they are expelled from the WorkCentre and leave them to dry singly before handling them.

Copy/Print Media *(continued)*

Clearing paper jams
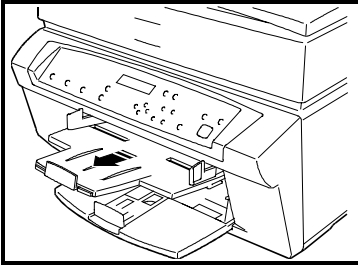
1. Remove any documents from the output tray and then remove the output tray itself.

2. Remove the paper from the input tray, and check it for imperfect/damaged sheets of paper that must be removed.
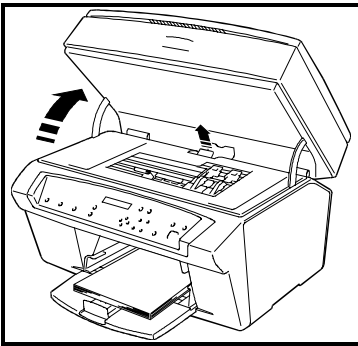
3. Raise the scanner module on the WorkCentre.

4. Open the jam release behind the print cartridge area.
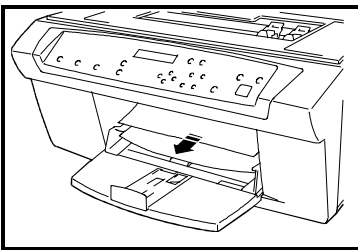
5. Remove the jammed page(s) from the WorkCentre, pulling them out through the input/output area.

6. Close the scanner module (the jam release closes with the cover).

7. Reload paper in the input tray and re-insert the output tray.

Using your WorkCentre as a Copier

Simple copying

With your WorkCentre installed and switched on with **READY TO COPY** on the LCD:
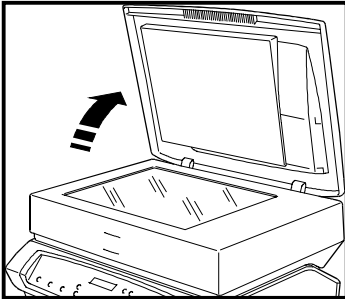
1. Open the document glass cover.
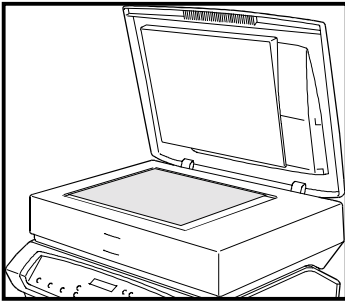
2. Place the original you wish to copy on the document glass, aligning it correctly with the scale at the glass edge.

3. Close the document glass cover.

4. Select the number and type of copies you require using the control panel (see next section for more details).

5. Press **START**.

Using your WorkCentre as a Copier *(continued)*

Customizing your copy output

You can customize your copy output directly from the Control Panel or by changing the Default Settings in the **Copy Features** menu as explained later in this section.

❑ Using the Control Panel

Selections made directly from the control panel are not memorized and will be lost if you press the **Clear** button twice, after the time-out set in the Default menu (Auto Clear Time) or when you switch off your WorkCentre.
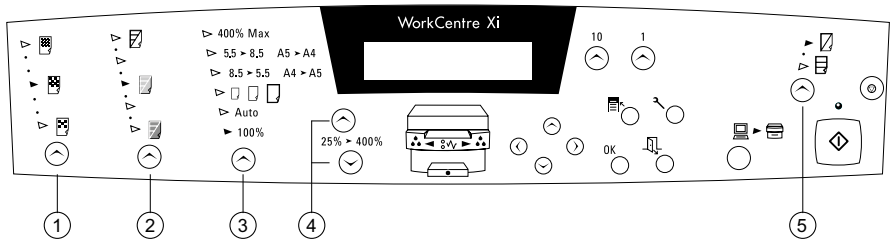
1. Copy Quality
This feature allows you to select BEST, NORMAL or DRAFT copy quality, according to the type of output you require (Shown by lights).
DRAFT is possible ONLY if you have selected PLAIN paper.

2. Copy Intensity
This feature enables you to lighten or darken black & white, and saturate or soften color on the copies you make. It has five values (Shown by lights).

3. Reduction/Enlargement

Preset
Using the FIXED SCALE button, you can select one of the six values indicated above the button on the control panel (Shown by lights).

100%   one to one copying (default value)

Using your WorkCentre as a Copier (continued)

Auto   automatic adjustment of the original to a full page on the output
copy, with allowance for default margins. (LCD shows 93% for
LETTER, 94% for A4)

Customer zoom R/E/ Poster/ Clone function
   100%   Default setting, can be changed. Refer to tools Default Set
section.
   Poster Enlarges the original and divides up the output of your
original into a number of sections (maximum: 400%, 5 x 5
format, yielding 25 sheets - default setting).
Use this feature to create different size posters from
standard page-size originals.
   Clone: Fits on the currently selected paper size as many images of
the original as the paper size will hold. (maximum: 100%,
yielding 1 per page - default setting).
You can use this feature to reproduce your business card,
invitations, standard size photographs, etc.

For Poster/ Clone do the following:
Select quantity of output, press START
Press zoom R/E to select desired output, then press start

Reduction / Enlargement
8.5>5.5 or A4>A5   reduction (LCD shows 78% for LETTER, 70% for
A4)
5.5>8.5 or A5>A4   enlargement (LCD shows 129 % for LETTER,
141% for A4)
400% Max   enlargement (LCD shows 400%)

4. Variable
You can select the reduction/enlargement percentage you require, using
the UP/DOWN ARROW 25%/400% button (the LCD will show the
percentage selected).

5. Color or Black/White copies
Using this button you can select color or black and white copying (Shown
by lights).

The default values for the individual features will be restored as soon as the
WorkCentre control panel shows **READY** or when you switch the
WorkCentre on again.

Using your WorkCentre as a Copier (continued)

❑ **Using the Copy Features menu**
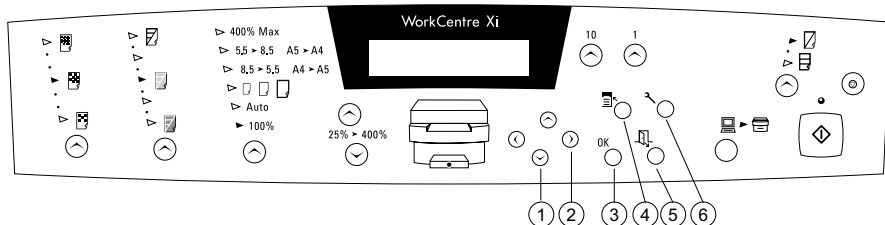
The **Copy Features** menu contains a number of parameters that you may wish to customize for your standard output. Once you have selected and confirmed the settings you require, these can be memorized as default values and will be restored whenever you switch on or restart your WorkCentre.

How to access
With the WorkCentre in stand-by (READY TO COPY.....100%.....1), press the **Copy Features** button (**4**) on the control panel. The LCD will show PAPER TYPE: PLAIN (default value) or the last value selected and saved as the default.

How to navigate within the Copy Features menu
- To select another PAPER TYPE, press the navigation button > (**2**) on the control panel to display the next choice in the menu (PHOTO ON PLAIN). Pressing the navigation button < will move you back to the previous choice.
- To move directly to the next parameter in the Copy Features menu, press the navigation button ∨ (**1**); the LCD will show PAPER SIZE: LETTER. Pressing the navigation button ∧ will move you back to the previous parameter.
- To confirm a new PAPER TYPE choice, press the navigation button < or > until the paper type you require is displayed on the LCD, then press the OK button (**3**). The next parameter in the menu is then displayed (PAPER SIZE: LETTER).

Summary: to move through the Copy Features menu, use the navigation buttons ∨ or ∧ to move from one parameter to the next. To select a choice within a parameter, use the navigation buttons < or >. The menu parameters and choices are cyclic; once you reach the last item, you return automatically to the first.

Using your WorkCentre as a Copier (continued)

How to exit
To exit from the **Copy Features** menu, press the EXIT button (**5**) on the control panel. The parameter choices selected and confirmed with OK will remain valid until you select and confirm another value. The LCD will show READY TO COPY.....100%.....1

How to restore the factory default values
You can restore the original default values at any time, selecting the **RESTORE FACTORY DEFAULTS** in the **Tools** menu (**6**).

❑ **Copy Features menu items (BOLD = DEFAULT value)**
- PAPER TYPE (Choices: **PLAIN**, PHOTO ON PLAIN, TRANSPARENCY, COATED, PHOTO, TRANSFER)
- PAPER SIZE (Choices: **LETTER**, LEGAL, STATEMENT, PHOTO, 4X6, A4, A5, A6)
- COLOR ADJUSTMENT (Choices: **NORMAL**, PALE, SATURATED)
- BACKGRND REMOVAL (Choices: **ON**, OFF)

Which PAPER TYPE should you select:
- Use **PLAIN** for simple documents, letters and business graphics.
- Use **PHOTO ON PLAIN** to print photographs on plain paper.
- Use **TRANSPARENCY** to create films for overhead projectors.
- Use **COATED** for quality color images and computer art.
- Use **PHOTO** to create final output of your photographs.
- Use **TRANSFER** to make pictures and patterns for iron-on transfers.

Using your WorkCentre as a Copier (continued)

Copying extra-large documents
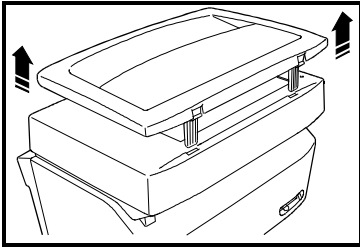
If the document you wish to copy does not fit on the document glass, you can remove the document cover, lifting it straight upwards. You will be able to copy ONLY the part of the document that is actually on the document glass.

Once you have finished copying, you MUST replace the document cover, fitting the attachment hinges in their seats and lowering the cover straight down on to the WorkCentre body.

Xi70c Bypass Tray

The exit tray doubles as a feed tray for up to five standard weight

(80 gr/m^2) sheets of media and can be used to insert media that is different in type and size from those in the main feeder.
Special media and envelopes should be fed one at a time. If you use envelopes, before inserting them, make sure the edges and closing flap are well creased, and that the flap lies flat. See media section for descriptions.

Operating steps:

1. Remove any printed documents from the exit tray and open the lateral and rear guides completely.
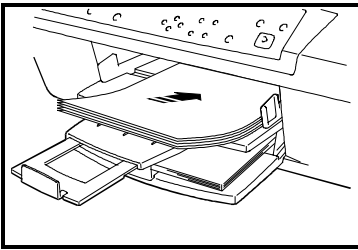
2. Load maximum five pieces of media face down on the tray aligning its leading edge against the feed rollers.
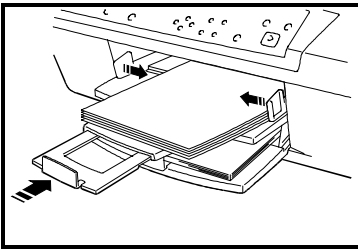
3. Close the adjustable margin guides against the edges.

4. If you are using the WorkCentre in copier mode, place original face down on document glass and press START.
    If you are using the WorkCentre in printer mode, select "Manual Paper Source" in the Paper/ Output tab in the properties screen.

Remove the copy from the output tray as soon as it exits from the WorkCentre. If you do not remove the output it may be displaced back into the WorkCentre.

Using your WorkCentre as a Printer

To use your WorkCentre as a printer, you must first:

1. Install it completely (see *Installation AND Software Installation*)

2. Make sure that it is switched on and on-line (the light indicator between the PC and WorkCentre symbols on the control panel must be **ON** and the LCD must show **READY TO COPY**.

3. Make sure the settings in the printer driver correspond to your requirements.

4. Make sure that the WorkCentre is selected as the output device for your print job.

You should now:

1. Open a word processing/desktop publisher application.

2. Open or create the document you wish to print, edit and save it.

3. Select the **Print** command in your application.

   A window showing the WorkCentre print job characteristics opens.

4. Select the paper type, size and source, number of copies, etc. that you require (see next section for details), *make sure that your WorkCentre is selected as the printer to use* and click OK.

Customizing your print output

Always make sure that the **Paper Type** and **Paper Size** features in your printer driver correspond to the type of printing media you intend to use. In particular, the color calibration in the driver is set specifically for each of the different types of media handled, so an incorrect setting may result in degraded output quality.

1. To access the printer driver settings:

- *Windows® 3.1/3.11*
  From **Control Panel** in the **Main** group of the **Program Manager**, select **Printers**.
  Highlight your WorkCentre icon and click on **Setup** in the **File** menu.

- *Windows® 95/98*
  Click **Start** in your Desktop window, click **Printers**, right-click the **WorkCentre printer driver icon**, and click **Properties** to access the driver properties.

Using your WorkCentre as a Printer (continued)

2. Click the **Paper/Output** tab.
   The screen that opens contains all of the parameters that allow you to set up your print job.
   A full description of these features is given in the on-line documentation loaded when you installed your printer driver.

3. To confirm any new modification you make to the parameter choices, click **Apply** at the bottom of the screen.

4. To save your customized settings, click **OK** to exit from the Properties tab. To abandon the Properties tab without saving any changes you may have made, click **Cancel**.

The **Printer Monitor** button gives immediate access to job status and printer care functions.

The **Defaults** button at the bottom of the screen restores the original factory default settings.

Information about the driver settings

There are several ways of accessing information available for the parameters in the **Paper/Output** tab:

- point your icon on any parameter for more than 3 seconds, a hotspot indicating the parameter function will be displayed. It disappears as soon as the icon is moved.

- select the parameter required and then right click your mouse.

- select **?** in the top right hand corner of the tab and drag it on to the parameter required.

- click the **HELP** button in the lower right hand corner of the tab; in this case you access the complete section dealing with the entire **Settings** tab.

Using your WorkCentre as a Printer (continued)

Selecting WorkCentre as your output device

As a rule, you will have already defined the WorkCentre as your default output device when you installed the printer driver. If you did not, you can do so now:

In Windows® 3.1/3.11:

1. Double click **Print Manager** in the **Main** group of the **Program Manager**,

2. Click **Option** and then **Printer Setup…** ,

3. Highlight your **WorkCentre** printer name in the **Installed Printers** box and click on the **Set as Default Printer** button (your WorkCentre printer name appears in the **Default Printer** box),

4. Click the **Close** button.

In Windows® 95/98, by clicking **Start** then **Printers**; double-click your **printer icon**, click **Printers**, then **Set as Default**.

If you do not want to set the WorkCentre as a default printer, you can select it when you initiate your print job.

Using your WorkCentre as a Printer (continued)

On-line Documentation

The installation CD containing the WorkCentre driver software also contains **On-line Documentation**. This documentation contains additional information on the WorkCentre features and functions, and print cartridge and paper handling. It is structured in two parts: **How do I** and **Troubleshooting**.

The information contained in the **How do I** and **Troubleshooting** is organized in **topics**; e.g. *Paper*, *Print cartridges*, etc., and can be printed screen by screen.

To access the On-line Documentation, click on the specific icon in the Printer group created when you loaded the software, or on the specific button (How do I or Troubleshooting) in the Printer Monitor screens.

Using your WorkCentre as a Printer (continued)

Printer Monitor

What is the Printer Monitor

The Printer Monitor is an on-screen aid with an extensive, user-friendly HELP feature. It contains a series of functions that are designed to help you during the use of your WorkCentre as a printer. It can be viewed by clicking on the specific icon and allows you to:

*   view the printer operating status on your PC screen during a print job. It indicates the proportion of the document printed and any error messages (**Job Status**),

*   perform care functions, to maintain optimum working conditions (**Printer Care**).

How to access the Printer Monitor

❑ **Under Windows® 3.1/3.11:**
You can access the Printer Monitor from your printer driver group at any time, by double-clicking its icon.

❑ **Under Windows® 95/Windows® 98:**
You can access the Printer Monitor in either of the following ways:

1. Click **Start**, highlight **Programs** and then the **printer name** in the sub-menu which opens.

2. Click the Printer Monitor icon.

OR

1. Click **Start**, highlight **Settings**, and then click **Printers** in the sub-menu which opens.

2. Click your printer name to highlight it.

3. Click your right mouse button.

4. Select the option **Run the Printer Monitor** in the menu which opens.

Using your WorkCentre as a Printer (continued)

Printer Monitor features

❑ **Job Status**
Click on the **Job Status** tab at the top of the screen to display the current condition of the WorkCentre (*printing, idle, error condition*).

❑ **Printer Care tab**
Click the **Printer Care** tab at the top of the screen, to access the following care functions:

Ink cartridge:
Two images (one for each print cartridge)
These images give an **indication** of the ink level in the corresponding cartridge. The indication given will be reliable **ONLY** if you pressed the "**10**" button on the control panel when you inserted the new print cartridge.

Align
Click **Align** to print the test pages that confirm the **accuracy of bi-directional printing** after replacing one/both of the print cartridge(s).
You must then follow the instructions displayed on the WorkCentre control panel, using the control panel buttons to select/confirm the alignment values (this feature requires at least two sheets of paper).

Clean
Click **Clean** before changing the print cartridge if you notice deterioration in the print quality.
Follow the instructions displayed.

Activate dry delay time
Click **Dry delay time** if you are printing photographs, high-density graphics or concentrated black texts.
This feature programs a pause between the printing of two successive pages, allowing the first page to dry before the next page is printed. The pause can be overridden, by pressing **START** on the control panel.

Print Test
Click **Print test** to print a page of the printer's functional characteristics (firmware release, print cartridge tests, current settings).
Follow the instructions displayed; the print test requires at least one sheet of paper.

Using your WorkCentre as a Printer (continued)

How Do I
Click **How do I** to open the On-line help feature.
This feature explains, in a series of specific topics ("*How to handle...paper, print cartridges*", etc.), how to operate your printer successfully.

Troubleshooting
Click **Troubleshooting** to open the On-line troubleshooting feature.
This feature explains how to solve some operating problems ("*no paper", "paper jam", poor print quality*, etc. conditions)

Using your WorkCentre as a Scanner

To use your WorkCentre as a scanner, you must first:

- Install it completely (see *Installation AND Software Installation*)

- Make sure that it is switched on and is on-line (the light indicator between the PC and WorkCentre symbols on the control panel must be **ON** and the LCD must show **READY TO COPY**.

You should now:

1. Open an application (example used: MGI PhotoSuite).

2. Highlight **Get Photo From** in **File** on the menu bar and click on **Select Source**.

3. Select your WorkCentre scanner from the list of scanners displayed.

4. Highlight **Get Photo From** in **File** on the menu bar and click on **Camera/Scanner**.

5. The scanner driver opens.

6. You can now scan an original document from your WorkCentre or acquire an image from a file already loaded in your PC.

Scanner Screens

Your WorkCentre scanner monitor has three pages: **Basic**, **Image Quality** and **About**.

The **Basic** page appears automatically after your WorkCentre and graphics application are started up. The **Image Quality** and **About** pages are hidden; to see them, click on **Image Quality** and **About** tabs at the top of the scanner application screen.

For a full description of all the features on these three screen pages and further information on your scanner, access the On Line Help file in the scanner driver and consult the documentation supplied with your specific scanner application program.

Maintenance

Your WorkCentre is designed to require only minimum maintenance. However, everyday use will give rise to the need for a number of simple care operations.

General care

See *Safety Notes* and *Helpful Hints* at the beginning of this manual.

Print cartridge care and precautions

- Always keep the print cartridges sealed in their containers until they are to be used.

- Remember to remove the protective tape before inserting the print cartridge in the printer.

- Take care to insert the print cartridge in the correct seat on the print cartridge carriage (color, left; black, right).

- Take care not to get ink on your clothes; the ink in the print cartridge stains.

- Do NOT attempt to refill the print cartridge with ink, as this damages the print cartridge and the printer.

- DO NOT shake the print cartridge. If it does not print, do the cleaning operations described in **Cleaning the print cartridges**.

- If you think that the number of pages printed with the current print cartridge is fewer than usual, try cleaning it. If the **end of ink** condition persists, the print cartridge is empty and requires replacing.

- **To guarantee that the print cartridge carriage is in its rest position when you shut down your WorkCentre, always switch off the WorkCentre before you switch off the computer. When the WorkCentre is powered, the print cartridge carriage will automatically return to its rest position and go into standby mode after approximately two minutes of inactivity.**

Maintenance (continued)

Replacing the print cartridges
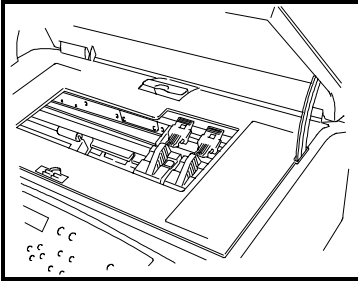
1. With the printer idle (in standby), raise the scanner module: the print cartridge carriage moves to the cartridge loading position.

2. Press the appropriate lever to release the required cartridge.
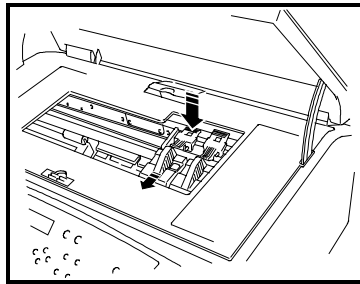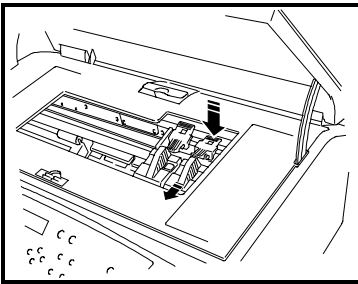
3. Pulling upwards by the thumb and finger grip, remove the required cartridge.
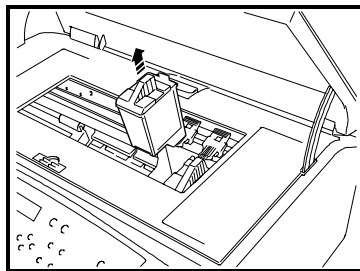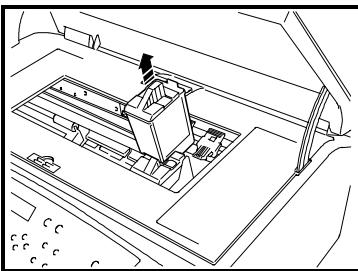
4. Insert a new print cartridge of the **SAME** type (black and/or color). See **Inserting the print cartridges** for the complete print cartridge insertion procedure (including the **Align** function).

Maintenance (continued)

- Make sure the print cartridge carriage is in the cartridge loading position (right side of the machine, with release levers accessible).

- Check that the print cartridge/seat is clean and free of foreign material.

- Make sure you are inserting the print cartridge in the correct seat.

- NEVER force the print cartridge into the seat; if you have difficulty inserting it, always remove it completely and repeat the entire insertion operation.

Cleaning the print cartridges

The print cartridges are cleaned automatically at regular intervals while the printer is powered. This operation clears the print cartridge jets, ensuring the ink flow. If you have a problem with the printing quality that is not solved by this automatic nozzle clearing operation, you can do the same operation, using the **Clean** function in the **Printer Care** tab in **Printer Monitor** (see the specific paragraph in **Printer Monitor**).

If you have a problem with the printing quality that is not solved by the **Clean** function:

Clean the electrical contacts.

1. Raise the scanner module; release and remove the print cartridge that is causing the problem.
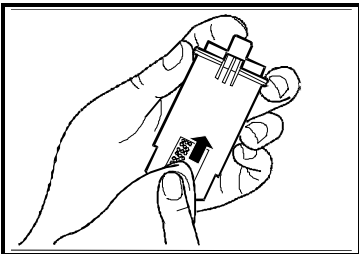
2. Clean the electrical contacts (gold part) on the print cartridge and in the housing on the print cartridge carriage with a slightly damp lint-free cloth, taking care not to touch the print cartridge jets.

Maintenance (continued)

3. Re-insert the print cartridge in the printer and close the scanner module.

4. Run the Print test page to check the print quality.

□ **Clean the print jets.**

This operation should ONLY be attempted as a last resort, before changing the print cartridge.

1. Dampen a lint-free cloth with distilled water; squeeze it slightly to remove any excess water.

2. Raise the scanner module; release and remove the print cartridge that is causing the problem.
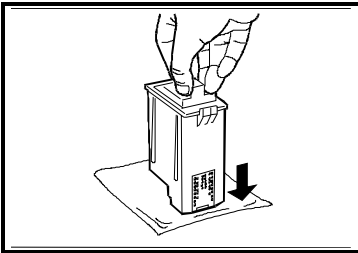
3. Holding the print cartridge with the jets facing downwards, blot it against the lint-free cloth, pressing lightly.

4. Repeat the blotting operation a few times on different areas of the lint-free cloth, to clean the jets.

5. Reinsert the print cartridge in the WorkCentre and close the scanner module.

6. Run the print test to check the print quality.

Maintenance (continued)

Moving your WorkCentre

If you should need to move or relocate your WorkCentre, follow these precautions:
- Always make sure that the print cartridge carriage is in its rest position. To ensure this, always switch off your WorkCentre **BEFORE** switching off your PC.
- Disconnect all cables.
- Repack your WorkCentre in its original carton whenever possible.
- Do not to drop your WorkCentre.

Service

If you need service assistance, before calling make sure you have the following information available:
- the name of your WorkCentre model,
- its serial number,
- the date of purchase.

Troubleshooting

If you have problems operating your WorkCentre, or are unable to perform the operation you require, first check that you have followed correctly the instructions given in this manual or the section **How to...** in the On-Line Guide loaded with the drivers. If, after repeating the procedure, you still have a problem, consult the following **Problems and solutions** table or further information on the specific topic in **Troubleshooting** in the On-Line Guide.

During normal operation, an error condition will be signaled on the LCD and/or by the corresponding light indicators and/or an error message on your PC screen.

If you detect serious mechanical damage to or a failure in the WorkCentre, do not attempt to repair it yourself! CALL 1-800-Team-XRX (1-800-832-6979).

Problem	Solution
Missing or damaged parts.	• Check the box thoroughly. • Contact your Xerox help line immediately.
WorkCentre is not powered (the READY light indicator is not lit).	• Check that the WorkCentre is connected properly to the electrical power supply socket. • Check that the WorkCentre is switched on. • Try the WorkCentre in a different wall outlet, if still no power, call 1-800-Team-XRX.
Printer Status Monitor not active	• Check that the parallel cable between the WorkCentre and the computer is connected correctly to both ports. *Use the parallel cable supplied with your WorkCentre or a standard, bi-directional IEEE 1284-type parallel cable.* • Switch off the WorkCentre, wait a few seconds and then switch the WorkCentre on again. If the Status monitor does not respond, switch off and disconnect completely the WorkCentre and call 1-800-Team-XRX.
Problems with paper	
Input PAPER light indicator is flashing.	• There is no paper in the paper tray. Load paper, following the instructions given in "*Loading paper*" in **Installation**.
Paper Jam light is on	• Reference: "*Clearing Paper Jam " in* the manual. • Check that the paper is positioned correctly in the input tray.

	• Check that the size and weight of the paper you are using are within the limits allowed.
	• Make sure the correct paper size, type and source is selected in the Paper/Output tab of the Printer Status Monitor and/or in the Features menu.
Media is not feeding or misfeeding into WorkCentre	• Check that the media is within the specifications.
	• Fan media thoroughly before reloading into the input tray.
	• Make sure the lateral and rear guides on input tray are positioned correctly against the paper edges.
	• Make sure the correct settings in Copy Feature menu/Properties in WorkCentre printer driver for the currently loaded paper.
	• Remove the sheet(s) that have caused the jam; remove all the media from the input tray; check for and removed damaged or curled paper; reload media in input tray.
Media is not exiting the WorkCentre	• Make sure you have selected the WorkCentre as the output device.
Printout is slanted or skewed	• Make sure that the paper is of a manufacturer approved type and that it is loaded correctly in the paper tray and that the adjustable lateral and rear guides are properly closed against the paper.
	Load only *ONE* type of paper at a time in the paper tray and make sure this type is selected in the corresponding Properties dialog box in your WorkCentre driver.
Problems with print	
Lines / dots are missing or faint from the copied/printed characters	• Remove and re-insert the print cartridges, making sure they are placed correctly in the carriage.
	• Perform aligning the cartridge process.
	• Run the Clean function: if the quality does not improve, remove and clean the print head(s) manually, then print a test page to verify the print cartridge(s) condition, and if empty, replace cartridge(s).
	Remember to align the print cartridges whenever you replace them.
Problems when printing	
Print test did not run	• Switch off the WorkCentre, wait a few seconds and then switch it on again. Repeat the correct button sequence (see "*Tools menu* " in Control Panel or click the

	appropriate button in the Printer Care tab in the Printer Monitor).
WorkCentre produces a blank page	• Make sure the protective tape has been removed from the print cartridge.
Incorrect text/image placement on page: *Colors not aligned correctly* *Text or graphics are cut off at the edges of the page*	• Perform aligning the cartridge process. • Make sure margin settings for the document do not exceed the print line length for the paper size you are using. • Check that the document you are printing will fit on the paper size you are using. • Check that the page orientation selected is the correct one. • Select print preview option prior to print to verify your desired output. Make sure the adjustable lateral and rear paper guides of the paper tray are closed properly against the paper.
Poor print quality: *Printout is faded or colors are dull*	• Make sure you are not printing in draft mode. • Check that the Paper Type setting selected in the Properties dialog box of your WorkCentre driver corresponds to the paper/media you are using. Check ***Problems with Print*** in Troubleshooting section. **Always use manufacturer-approved paper types and printing media.**
Colors are bleeding/ smearing into each other	• Make sure that Paper Type and Print Quality settings are compatible. Some Paper Types (such as Transparency) and Print Quality (such as Best) require more ink than others. For example, if you are printing on transparencies, make sure you have chosen Transparency as your Paper Type. • Always give the printed document time to dry. If necessary, remove it from the output tray as soon as it exits from the WorkCentre and leave it to dry elsewhere before handling it. • When printing documents with high page coverage and certain media types (particularly transparencies), you should select the Dry Delay Time feature. • Make sure you are printing on the correct surface of the print media. • If the printed page is wrinkling due to too much ink, try reducing the Print Quality setting. • Check the type of font you are using in your
Character outlines in the text are not smooth	

White streaks	document. Using TrueType fonts you can ensure that your WorkCentre is able to print smooth character outlines. When selecting a font for your document, look for the TrueType icon. • Paper that is heavily textured or does not accept ink well can cause graphics and text to print poorly. **Always use manufacturer-approved paper types and printing media.** • Align the print cartridges. Check *Problems with Print* in Troubleshooting section.
Page content is incomplete / incorrect: *Meaningless characters printed*	• Check that your WorkCentre is selected as the current printer. Open the Printers folder, click the WorkCentre icon and then, from the File menu, click Set As Default. • Check that your document file is not corrupted. • Try turning the WorkCentre off for a few seconds, delete all print jobs from the print queue on your computer. Switch on the WorkCentre and try printing again. If this doesn't correct the problem, turn it and the computer off for a few seconds, turn them both back on (WorkCentre first), and then try printing again.
Wrong fonts printed	• Check whether the font that is printing incorrectly is available in your software program (by looking in the Text Font drop-down list) and that it is a TrueType font. When selecting a font, always look for the TrueType icon. • Make sure you correctly format the fonts you're using. E.g.: in a paint program, format the words in the font size you want; do not enlarge them by dragging and sizing.
Colors not reproduced correctly	• Check that the media on which you are printing is that selected in the driver settings. • Grayscale may be selected in the WorkCentre Properties dialog box. To print in color, change this setting. • Select Automatic in Image Settings in the WorkCentre Properties dialog box. Check *Problems with Print* in Troubleshooting section.
Printing job is taking too long	• If a document is already printing, your new job will be queued, and will start after the other jobs in the queue are finished. Check

	the print queue by double clicking your WorkCentre printer icon.
	You can change the queue order by selecting and dragging your print job up the queue of waiting jobs.
	• Change the speed and quality of your print job: Best (Quality) is the slowest setting but has the highest quality. Draft is the fastest setting and has the lowest quality.
	• When you print on transparency film and photo paper or if the Dry Delay Time is activated, the printing process is slower, to allow the ink to dry.
	• If you selected the wrong paper type, it may slow down the print process. Select the paper type setting that corresponds to the content of the input tray OR remove the paper currently in the input tray and load that corresponding to the paper type setting.
Problems when copying	
No pages copied/ Blank page copied	• Make sure the protective tape covering the cartridge nozzle is removed. • Make sure the document you are copying is placed print-side down on the document glass. • Check ***Problems with Print*** in Troubleshooting section.
Settings made on control panel are not retained when the Clear/Stop button is pressed or when the WorkCentre is switched on	To save your current settings as defaults: • Press the Tools Menu button until "Set Defaults" appears. • Choose the appropriate settings using the navigation buttons on the front panel. • Press OK button to memorize the settings. • Press EXIT button. The control panel light indicators will now show the settings you have made.
Copying job is taking too long	• If a document is printing, your copy job will be queued, and will start after the print job is finished. The LCD indicates that the WorkCentre is printing. • Change the speed and quality of your copy job: Best is the slowest setting but has the highest quality. Draft is the fastest setting and has the lowest quality. • When you copy on to transparency and photo paper or if the Dry Delay Time is activated, the copy process is slower. • Check to make sure you have selected color or black/white copies. Color copies

	will take longer.
Poor quality copies: *Copies are faded, colors are dull or white streaks*	• Make sure that the paper type selected on the front panel display is the same as the type of paper actually loaded in your WorkCentre. • Press the Copy Quality button to select better copy quality. • Press the Copy Intensity button to select better copy intensity. • Clean the glass and/or the underside of the copier cover with a soft, damp cloth. Some types of originals, such as newsprint or newspaper photos do not copy well. To optimize quality, place a sheet of clear, clean film on the copier glass, and then place the original face down on top of the film. Check ***Problems with Print*** in Troubleshooting section.
Repetitive patterns are visible on the copy	• When material is reprinted, repetitive patterns may be visible on the copy. Try to eliminate the patterns by reducing the copy size or by placing the document at an angle on the glass. • Make sure that the paper type selected on the LCD is the same as the type of paper actually loaded in your WorkCentre. Check ***Problems with Print*** in Troubleshooting section.
Paper wrinkled and very wet	• Change the Paper Type setting OR load the input tray with paper indicated by the current setting.
Incorrect image placement on page or edges cut off	• Make sure the original is aligned both horizontally and vertically with the scale at the edge of the document glass. • The enlargement ratio currently selected is making the copy too large or too small. Correct the setting. • The paper size setting currently selected does not correspond to that loaded in the input tray. Load the correct paper size OR change the setting.
Copies are crooked	• Align the original correctly against the scale at the edge of the document glass.
Problems when scanning	
Preview of the scanned document does not appear on screen.	• Make sure the copy or print job is complete before scanning. • Place the original face down and align it

	correctly against the registration edge of the document glass.
	• Select WorkCentre as the default scanner.
Scan quality is poor: *Printout is faded or colors are dull*	• Clean the glass and/or the underside of the scanner cover with a soft, damp cloth. • Some types of originals, such as newsprint or newspaper photos do not scan well. To optimize quality, place a sheet of clear, clean film on the scanner glass, and then place the original face down on top of the film. Check **Problems with Print** in Troubleshooting section. • The scanner lamp requires replacing. Call your local Xerox help line. DO NOT attempt to change the lamp yourself.
Repetitive patterns are visible when the scanned picture is printed *Diagonal lines look ragged*	• Your Xerox Twain driver allows you to differentiate between images types. Always select the type that corresponds to or most closely fits the image you wish to scan. Some images are composed of small printed dots at various frequencies, i.e., newspaper, magazine, etc. Please choose the Image Quality tab and then select the Descreen feature for your type of input document. • Make sure that your WorkCentre is selected as your current printer. If you are printing to a printer other than WorkCentre, you must select that printer type within the scanning software. • Re-position your original on the document glass and utilize the print preview screen to ensure lines appear as they should. ***Refer to your On-Line help files on your software CD.***

Status and Error Messages

Status messages

WorkCentre status	Message on LCD
❑ **Stand-by mode - Off-line condition**	
stand-by	READY TO COPY scale % No of copies
stand-by and power saver condition	READY TO COPY scale % No of copies
sleep	*LCD off*
❑ **Copy mode - Off-line condition**	
copying	COPYING scale % No in progress/quantity
❑ **Print mode - On-line condition**	
PC connected	READY TO COPY scale % No of copies
Printing	PRINTING <=> READY TO COPY scale % No of copies
Copy operation started during a print job	PLEASE WAIT SUSPENDING PRINT
Copying while a print job is paused	COPYING scale % No in progress/quantity
ON LINE button pressing during a print job	PLEASE WAIT SUSPENDING PRINT
OFF LINE	READY TO COPY scale % No of copies
OFF LINE and copy	COPYING scale % No in progress/quantity
❑ **Scan mode - On-line condition**	
PC connected	READY TO COPY scale % No of copies
SCANNING	SCANNING

Status Codes

WorkCentre Status Code	Solution
System Error 1	Check that nothing is blocking the print cartridge carriage. Switch off WorkCentre, wait five seconds, then switch on again. If "SYSTEM ERROR 1" persists on LCD, call 1-800-Team-XRX for service.
System Error 2	Check that nothing is blocking the paper feed path, that there is no paper jam and that the paper in the input tray is loaded correctly. Switch off WorkCentre, wait five seconds, then switch on again. If "SYSTEM ERROR 2" persists on LCD, call 1-800-Team-XRX for service.
System Error 3	Ensure that the print heads are inserted correctly as explained in section *Installing Print Cartridge*. Remove them and reinsert them if necessary. Follow *Cleaning the Electrical Contacts* process in the maintenance section in your user guide. (Never touch the contact points with your fingers.) When replacing print cartridges, be sure to press "10" for recognizing "NEW CARTRIDGE". Never replace your current print cartridge with a used cartridge. If "SYSTEM ERROR 3" persists on LCD, call 1-800-Team-XRX for service.
System Error 4,5	Call 1-800-Team-XRX for service.
System Error 6	Check that WorkCentre and your PC are connected correctly. Check that the scanner driver is installed. Check that your PC is not busy with some other task. Switch off WorkCentre, wait five seconds, then switch on again. If "SYSTEM ERROR 6" persists on LCD, call 1-800-Team-XRX for service.
System Error 7	Switch off WorkCentre, wait five seconds, then switch on again. If "SYSTEM ERROR 7" persists on LCD, call 1-800-Team-XRX for service.

Error messages

WorkCentre status	Message on LCD
❑ **Stand-by mode - Off-line condition**	
Cover open	CLOSE COVER
Change cartridge and close cover	NEW CARTRIDGE? YES = 10 NO = 1
no print cartridges (both)	INSERT CARTRIDGE
no black print cartridge	INSERT BLACK CARTRIDGE
no color print cartridge	INSERT COLOR CARTRIDGE <=> READY TO B/W COPY
Other brand of print cartridge	WRONG CARTRIDGE
❑ **Copy mode - Off-line condition**	
Cover open	CLOSE COVER
Paper jam	CLEAR PAPER JAM
no paper/paper misfeed	CHECK PAPER PRESS START
Wrong print cartridge	WRONG CARTRIDGE
Any button pressed during copy operation	COPYING BUSY
CLEAR pressed	PLEASE WAIT CANCELING COPY
❑ **Print mode - On-line condition**	
Cover open	CLOSE COVER
Change cartridge and close cover	NEW CARTRIDGE? YES = 10 NO = 1
Paper jam	CLEAR PAPER JAM
no paper/paper misfeed	CHECK PAPER PRESS START
Wrong print cartridge	WRONG CARTRIDGE
TOOLS pressed during print job	PRINTING BUSY
❑ **Scan mode - On-line condition**	
Cover open	CLOSE COVER
Any button pressed during scan operation	SCANNING BUSY

Product Characteristics

Basic Features

Description	Desk-top color copier, flatbed scanner and thermal ink-jet printer with PC software drivers
Scanner warm-up Time	From power off: 45 seconds From lamp at power save: 15 seconds For best results: 3 min
Output Technique	Thermal ink jet, with water-resistant ink
Print cartridges	Black non-refillable Three-color non-refillable
Paper Handling	Automatic or manual through automatic feeder Manual through input tray
Automatic Feeder Capacity (A4/Letter size)	Plain paper: up to 150 sheets (80 g/m^2 - 21 lb. paper) Envelopes: up to 25 envelopes (80 g/m^2 paper) Transparencies: up to 50 pieces
Bypass Feeder Capacity	Up to 5 pieces (from A5 to A4/Letter size)
Output Tray Capacity	50 printed sheets (80 g/m^2 – 21 lb. paper)
Paper Type	Plain office paper Transparencies High resolution glossy/coated papers Envelopes Note cards T-shirt transfers
Paper Weight	Single sheets: 60 to 135 g/m^2 (16 - 36 lb.) Envelopes: 75 to 90 g/m^2 (20 -24 lb.) Note cards: 110 to 200 g/m^2 (29 - 53 lb.) Special printing media (Coated, Glossy): up to 150 g/m^2 (40 lb.) Transparencies: 90 - 125 μm Continuous (banner): 75 g/m^2 (20 lb.)

Paper Size	Single sheets: A4, A5, US Letter, US Legal, US Executive, A6, B5, Folio, Statement Envelopes: COM-10, DL, C6, C5, B6, B5 Envelope, Monarch Note cards: 4 x 6 in, 5 x 8 in, A6 User-defined: min. 4 x 5.8 in; max. 8.5 x 14 in
Graphic Resolution	Up to 1200 x 1200 dpi
Product Certification	*For USA and Canada* **Safety regulations:** UL 1950/478 **Electromagnetic compatibility:** FCC part 15 Class B Certified
Recommended Operating Environment	Temperature: 60 to 95 ^oF - 15 to 35 ^{o} C Relative Humidity: 20% - 80%
Sound level	< 49 dB in high quality printing mode
Electrical Characteristics	*Power supply voltage*: 115 VAC - 120 VAC +/- 10%; 50 - 60 Hz 220 VAC - to 240 VAC +/- 10%; 50 - 60 Hz *Power absorbed*: WorkCentre off - max. 1 watt WorkCentre in sleep mode – 4.5 watt typical printer operation – 20 watt typical scanner operation - 37 watt
Physical Characteristics	Height 13 in(330mm) Width 18 in(457mm) Depth 15in (381mm) Weight 22 lbs. (10 kg)

Copier Module

Copying Speed

Black:	Draft – 8 copies per minute Normal - 5 copies per minute Best - 3 copies per minute	
Color	Draft – 4 copies per minute Normal - 2 copies per minute Best - 0.8 copies per minute	

Counter	Total number of pages printed
Multicopies	up to 50
Auto start	copy job programmed during initialization

Printer Module

Throughput	*Note: This value may vary depending on the print mode, the software application and/or the type of computer used.* Windows® environment: up to 8 pages per minute (black)
Resident Emulation	PCL III + (and extended graphic command set)
Printer Memory	2 Mbytes incorporated RAM 0.5 Mbytes input buffer
Interface	Parallel (Centronics) IEEE 1284

Scanner Module

Technology	Charged-coupled device (CCD)
Light source	Cold cathode fluorescent lamp
Scanning method	Flatbed - 1 pass
Scan speed	
B/W, Grayscale	12 seconds for A4 size page
Color	24 seconds for A4 size page
Max. scan size	A4 / US Letter
Software modules	Twain driver, Scan Manager

One Year Limited Hardware Warranty

If you are not satisfied with the performance of the Xerox WorkCentre Xi70c covered by this warranty, Xerox warrants that, upon your request, it will be repaired or replaced, at your option, during the warranty period.

This warranty applies only to the first end-user purchaser of a Xerox WorkCentre Xi70c unit that is purchased and used in the United States or Canada. It is not valid for subsequent purchasers. The warranty period for your Xerox WorkCentre commences on the date you purchased it and expires one year thereafter.

IMPORTANT: THIS WARRANTY APPLIES ONLY TO XEROX UNITS PURCHASED AND USED IN THE UNITED STATES OR CANADA. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY FROM STATE TO STATE OR PROVINCE TO PROVINCE.

Proof of Purchase
To obtain a replacement or repair, proof of purchase is required. Within 10 days of purchase, register on-line at www.teamxrx.com or complete and mail the enclosed registration card to Xerox Corporation, Attn.: Team XRX, PO Box 9604-7994, Webster, NY 14580-7994. You can also fax your registration card to
1-800-594-5023. When you make your claim, you must present your original receipt or bill of sale to establish your date of purchase.

If you have a problem with your unit
The answers to many problems may be found in the documentation provided with your unit (check the Troubleshooting section). Other sources for help include: (1) Xerox' website http://www.teamxrx.com; (2) "fax back" service for answers to commonly asked questions -- available via 1-800-TEAM-XRX (1-800-832-6979) 24 hours a day, 7 days a week; (3) our trained, Customer Support Representatives at 1-800-832-6979 available 8 a.m. – 8 p.m. EST M-F, 8 a.m. –3 p.m. EST Saturday. Before you call, please be ready to provide the serial number, date of purchase and a description of the problem.

How is a replacement obtained?
Our replacement program is the easiest and quickest way to provide you with a fully operational unit. Upon your authorization to accept a replacement unit and with appropriate security (credit card authorization - Mastercard, Visa or American Express), we will, at no cost to you, promptly ship a unit to replace your unit. The replacement unit we ship to you may be reconditioned by Xerox. The unit that needs service must be packed and returned to us. Upon its receipt, we will release your credit card security.

How is warranty repair service obtained?
If you prefer that we repair your unit instead of replacing it with another unit, our Customer Service Representative will explain how to obtain repair service under this warranty. Please save the original packaging materials to facilitate shipment.

What must you do?
Your unit is designed to perform with a minimum amount of user maintenance. You are, however, responsible for the required user maintenance described in the User Guide provided with your unit. (This required user maintenance includes replacement of the ink jet cartridge, clearing paper misfeeds, cleaning the unit and other routine and preventive maintenance.)

One Year Limited Hardware Warranty

What the warranty does not cover
This warranty covers only defects in materials and workmanship provided by Xerox and does not cover equipment damage or malfunction from misuse, abuse, accident, act of God, defect in non-Xerox supplies, use with incompatible hardware or software, or non-Xerox alteration, modification or upgrade. Improper return shipping, packaging or shipping damage is not covered, unless the unit is packaged and shipped in accordance with Xerox replacement procedures or via an authorized Xerox Service Access Center. Replacement of the ink jet cartridge and other supplies are customer maintenance responsibilities and are not covered by this warranty.

Replacement and repair are your only remedies
YOUR ONLY REMEDY UNDER THIS WARRANTY IS THE REPLACEMENT OR REPAIR OF YOUR ELIGIBLE UNIT AS DESCRIBED ABOVE. NEITHER THIS WARRANTY NOR ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, SHALL EXTEND BEYOND THE ONE YEAR WARRANTY PERIOD. UNDER NO CIRCUMSTANCES SHALL XEROX BE LIABLE FOR ANY SPECIAL INCIDENTAL, INDIRECT OR PUNITIVE DAMAGES OR FOR ANY CONSEQUENTIAL DAMAGES, EVEN IF XEROX KNOWS OR IS INFORMED THAT SUCH DAMAGES ARE POSSIBLE.

IMPORTANT: SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.

No reseller is authorized to modify the terms of this warranty. Any additional warranty offered by a reseller is the sole responsibility of that reseller.

Service after your one year warranty expires
When your one year warranty expires, you can obtain Xerox Post Warranty coverage by calling 1-800-TEAM-XRX (1-800-832-6979). We recommend you call 90 days prior to warranty expiration to ensure continuous service coverage.