

DOCUMENT CENTRE COLORSERIES 50

SYSTEM ADMINISTRATION GUIDE



DIGITAL
THE DOCUMENT COMPANY
XEROX

©1999, 2000 Xerox Corporation. All rights reserved.

Copyright protection claimed includes all forms and matters of copyrightable material and information now allowed by statutory or judicial law or hereinafter granted, including without limitation, material generated from the software programs that are displayed on the screen such as styles, templates, icons, screen displays, looks, etc.

Xerox®, The Document Company®, the stylized X, and all Xerox product names and product numbers mentioned in this publication are registered trademarks of Xerox Corporation. Xerox Canada is a licensee of all the trademarks. Other company brands and product names may be trademarks or registered trademarks of their respective companies and are also acknowledged.

PANTONE® * Colors generated by the Document Centre ColorSeries 50 are four-color process simulations and may not match PANTONE identified solid color standards. Use current PANTONE Color Reference Manuals for accurate color.

PANTONE Color simulations are only obtainable on this product when driven by qualified Pantone-licensed software packages. Contact Pantone, Inc. for a current list of qualified licensees.

*Pantone, Inc.'s check-standard trademark for color.

©Pantone, Inc., 1988.

Changes are periodically made to this document. Technical updates will be included in subsequent editions.

Printed in the United States of America.

Safety Notes

The Xerox Document Centre ColorSeries 50 copier/printer and the recommended maintenance supplies have been designed and tested to meet strict safety requirements. Attention to the following notes will ensure the continued safe operation of your copier/printer.

Electrical safety

- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a correctly grounded electrical outlet. Do *not* use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



WARNING: You may get a severe electrical shock if the outlet is not correctly grounded.

- Do not place the copier/printer where people may step on or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings are provided to prevent overheating of the machine.



WARNING: Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part could result in fire or electrical shock.

- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.
 - The machine emits unusual noises or odors.
 - The power cord is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid is spilled into the copier/printer.
 - The machine is exposed to water.
 - Any part of the machine is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

Laser safety



CAUTION: Use of controls, adjustments, or procedures other than those specified in this documentation may result in a hazardous exposure to laser radiation.

This equipment complies with international safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national, and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Maintenance safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your copier/printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the copier/printer, and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative or unless a procedure is specifically described in one of the copier/printer manuals.

Operational safety

Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your copier/printer:

- Use the materials and supplies specifically designed for your copier/printer. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.
- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
- Do not locate the machine near a heat source.
- Do not locate the machine in direct sunlight.

- Do not locate the machine in line with the cold air flow from an air conditioning system.
- Do not place containers of coffee or other liquid on the machine.
- Do not block or cover the slots and openings on the machine. Without adequate ventilation, the machine may overheat.
- Do not attempt to override any electrical or mechanical interlock devices.



WARNING: Be careful when working in areas identified with this warning symbol. These areas may be very hot and could cause personal injury.

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

Ozone safety

This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on copy volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE*, 600P83222, by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

Notices

Radio Frequency Emissions

FCC

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 interference to radio 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 receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- 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.

In Canada

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as defined in the Radio interference regulations of Industry Canada.

FCC

The following applies to the product when equipped with the Token Ring or Banyan Vines connectivity options:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

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

In Canada

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as defined in the Radio interference regulations of Industry Canada.

Safety Extra Low Voltage Approval

The Xerox Document Centre ColorSeries 50 copier/printer is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the copier/printer must meet or exceed the requirements listed above. All modules that require external connection must be installed per the Document Centre ColorSeries 50 installation procedure.

Certifications . . . in Europe



The CE marking that is applied to this product symbolizes Xerox Europe's Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: - Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: - Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate the equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive 89/336/EEC.

This equipment is not primarily intended for use in a domestic environment.

A full declaration, defining the relevant Directives and referenced standards, can be obtained from your Xerox Europe representative.



WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

The following applies to the product when equipped with Token Ring or Banyan Vines connectivity options:



WARNING: This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate the equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive 89/336/EEC.



WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

It's Illegal . . . in the USA

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness National Bank Currency

Coupons from Bonds Federal Reserve Bank Notes

Silver Certificates Gold Certificates

United States Bonds Treasury Notes

Federal Reserve Notes Fractional Notes

Certificates of Deposit Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If necessary to copy a legal document on which there is a canceled revenue stamp, this may be done, provided the reproduction of the document is performed for legal purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant's information:
Earnings or Income Dependency Status
Court Record Previous military service
Physical or mental condition
Exception: U.S. Army and Navy discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by Military or Naval personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Copying the following is also prohibited in certain states:

Automobile Licenses - Drivers' Licenses -
Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

It's Illegal . . . in Canada

Parliament, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.
10. The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Environmental Notices . . . in the USA



As an ENERGY STAR® partner, Xerox Corporation has determined that this copier/printer model meets the ENERGY STAR® guidelines for energy efficiency.

ENERGY STAR® is a US registered trademark.

The ENERGY STAR program is a team effort between the Environmental Protection Agency and the office equipment industry to promote energy-efficient personal computers, monitors, printers, fax machines and copiers. Reducing the energy consumption of this equipment will help combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Environmental Notices . . . in Canada



As a participant in the Environmental Choice program, Xerox Corporation has determined that this copier/printer model meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. In 1996, Xerox became the first company licensed to use the Environmental Choice EcoLogo for its copiers, printers, and fax machines.

Contents

Safety Notes	III
Electrical safety	III
Laser safety	V
Maintenance safety	VI
Operational safety	VII
Ozone safety	VIII
 Notices	 IX
Radio Frequency Emissions	IX
FCC	IX
In Canada	X
FCC	X
In Canada	X
Safety Extra Low Voltage Approval	XI
Certifications . . . in Europe	XII
It's Illegal . . . in the USA	XIV
It's Illegal . . . in Canada	XVI
Environmental Notices . . . in the USA	XVII
Environmental Notices . . . in Canada	XVIII
 1 About this manual	 1-1
Conventions used in this manual	1-2
 2 Meters, consumables, and Auditron	 2-1
Overview	2-1
Entering the Administration mode	2-2
Meters	2-2
Consumables status	2-4
Auditron Administration mode	2-6
Overview	2-6
Auditron administrator duties	2-6
Auditron access levels	2-7
Auditron account structure	2-8
Auditron forms	2-8

Entering the Auditron Administration mode	2-9
Exiting the Auditron Administration mode	2-11
Review Accounts	2-12
Create/Modify User Accounts	2-14
Reset Accounts	2-20
Auditron Access	2-25
Changing the Auditron Administrator Password	2-29

3 Tools Mode 3-1

Overview	3-1
Entering and Exiting Tools Mode	3-3
Entering Tools Mode	3-3
Exiting Tools Mode	3-4
Tray Management	3-5
Paper Type	3-5
Auto Tray Setup	3-7
Feature Defaults	3-9
Basic procedure for setting Feature Defaults	3-11
Paper Supply	3-12
Cover Tray	3-12
Reduce/Enlarge	3-13
Original Type	3-14
Photo Type – Photo & Text	3-15
Photo Type – Photo	3-16
Text Type	3-17
Lighten / Darken	3-18
Output Color	3-18
Color Shift	3-19
Saturation	3-19
Variable Color Balance (Yellow, Magenta, Cyan, Black)	3-20
Sharpness	3-20
Margin Shifts for Side 1 and Side 2	3-21
Corner Shift	3-22
Variable Shift	3-22
Edge Erase	3-23
Original Orientation	3-24
2 Sided Copy	3-24
Side 2 Rotate	3-24
Multiple-Up	3-25
2 Pages Up	3-25
4 & 8 Pages Up	3-25

Machine Set-up	3-26
Audio Tones	3-28
Customize Screens	3-30
System Image Quality	3-32
Adjusting Image Recognition settings	3-33
Auto Screening Adjust (Calibration)	3-35
Machine Timeouts	3-38
Reduce/Enlarge Defaults	3-41
Reduce / Enlarge Fine Adjust	3-43
Change Tools Access Number	3-44
Original Size Presets	3-45

4 Maintenance..... 4-1

Overview	4-1
Cleaning the Touch Screen	4-2
Cleaning the Document Glass	4-3
Cleaning the Document Glass Cover	4-4
Supply replacement	4-5
Replacing the Dry Ink Cartridge	4-5
Replacing the Dry Ink Waste Container	4-9
Replacing the Developer Waste Container	4-12
Replacing the Fuser Oil Cartridge	4-15
Replacing the Cleaning Web	4-20
Replacing the Copy/Print Cartridge	4-23
Calling for Service	4-27
Ordering Replacement Units and supplies	4-29
Customer Replaceable Units	4-29
Consumable supplies	4-30
Supplies to keep on hand	4-31
Recommended papers and transparencies	4-32
Replacement Manuals (USA market only)	4-32

Appendix A..... A-1

Auditron forms	A-1
----------------------	-----

1. About this manual

The System Administration screens enable the System Administrator to check meters, consumables, and output counts. The screens also enable the System Administrator to access the Tools Mode.

In the Tools Mode, the System Administrator can set the default values for a variety of copy output and copier/printer features and register custom colors.

In the Auditron Administration mode, the System Administrator can set up Auditron accounts for various customer copy accounts. This mode also allows the System Administrator to maintain a record of the copy output for each customer account.

Finally, the System Administrator is generally the one person trained to perform maintenance tasks, order supplies, and perform removal/replacement procedures.

The System Administration guide focuses on the following subjects:

- Checking meters, consumables, and Auditron Administration mode
- Tools mode
- Maintenance

This guide should be used in conjunction with the *Document Centre ColorSeries 50 User Guide*, *Color Materials Usage Guide* and the *Recommended Materials List*.

For planning information, refer to the *Document Centre ColorSeries 50 Customer Site Planning Guide*.

Conventions used in this manual

Descriptions of features and options generally precede procedure steps. You may need to combine several procedures to achieve desired results.

This manual uses a number of symbols to help you identify various kinds of information. These symbols are described below.

1 2 3...

The 1, 2, 3 symbol indicates the beginning of a procedure. Be sure to follow steps carefully in the order given.



NOTE: Notes provide extra information that may be helpful to your understanding or performance of procedures.



KEY POINT: The key symbol draws your attention to important additional information, hints, or tips.



WARNING: This symbol alerts you to an operating or maintenance procedure, practice, or condition that, if not strictly observed, could result in injury or loss of life.



WARNING: This Hot Surface symbol warns you of an area that may be very hot and would cause personal injury if touched.



CAUTION: This symbol alerts you to an operating or maintenance procedure, practice, or condition that, if not strictly observed, could result in damage to or destruction of equipment or loss of data.

2. Meters, consumables, and Auditron

Overview

The System Administrator is responsible for periodically checking the current meter counts for copy output and the status of consumables, such as dry ink or fuser oil.



NOTE: You do not have to be the System Administrator in order to check the meter counts or the consumables status. Any user can check both of these features.

The System Administrator also sets up and maintains the Auditron accounts. Finally, the System Administrator can delete accounts or change the Auditron Administrator password.

This chapter provides information on how to access and perform the procedures needed for checking the meter counts and the status of the consumables. Furthermore, this chapter provides information on how to set up and maintain the Auditron, including information on how to change the Auditron Administrator password.

Entering the Administration mode

In order to enter the Administration mode, press the **Administration** button, Figure 1. This button is located above the numeric keypad.

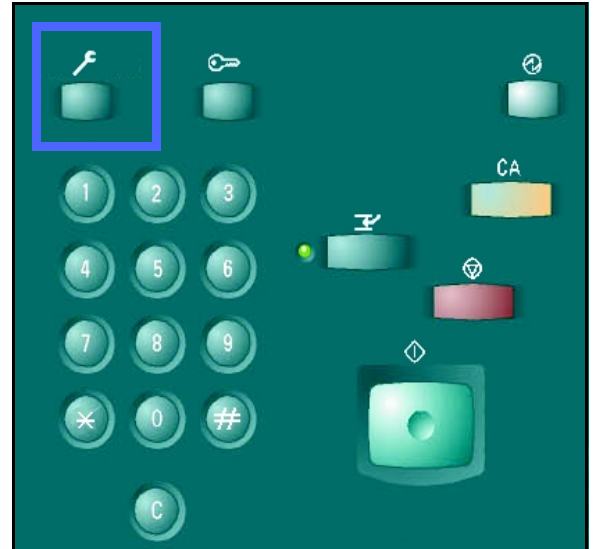


Figure 1: Administration button

Meters

The **Meters** feature allows you to check the current copy volume for black and white, full-color, 11 x 17 inch or A3 color, and a total for all black and white and full color copies. You do not have to be the System Administrator in order to check the meter counts. Any user can check the meter counts.

1 2 3...

- 1 If you are not already in the Administration mode, enter it now by pressing the **Administration** button, Figure 1. This button is located above the numeric keypad.

The Access screen is displayed, Figure 2.



Figure 2: Access screen

- 2 Touch the **Meters** button, Figure 3.

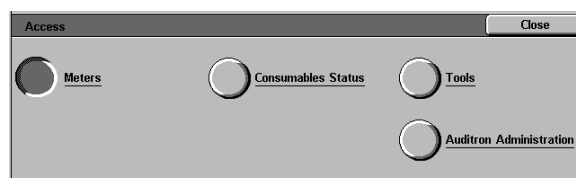


Figure 3: Meters button

The Meters screen is displayed, Figure 4.

Set Version - This information reflects the software level on the machine.

Meter 1: Total Color - This meter provides the total copy output for all color copies/prints, regardless of paper size.

Meter 2: Total Black & White - This meter provides the total copy output for all black and white copies/prints, regardless of paper size.

Meter 3: 11 x 17" & A3 Color - This meter provides the total copy output for all 11 x 17 inch or A3 color copies/prints.

Meter 4: Total Meters 1 & 2 - This meter provides the combined total copy/print output for Meters 1 and 2.

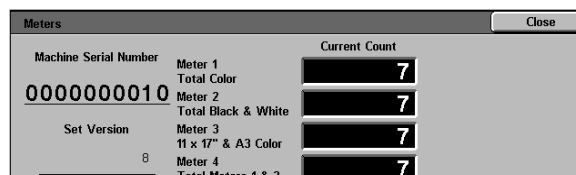


Figure 4: Meters screen

- 3 To exit, touch **Close**; the Access screen is displayed, Figure 5.
- 4 Touch **Close** to exit Administration mode and to return to the basic copying/printing mode.



Figure 5: Access screen

Consumables status

The **Consumables Status** feature allows you to check the current status for the various consumables, such as dry ink and fuser oil. As stated previously, you do not have to be the System Administrator in order to check the status of the consumables. Any user can check the status.

By periodically checking the **Consumables Status**, you can determine what, if any, consumables need to be replaced.

2

1 2 3...

- 1 If you are not already in the Administration mode, enter it now by pressing the **Administration** button. This button is located above the numeric keypad.

The Access screen is displayed, Figure 6.

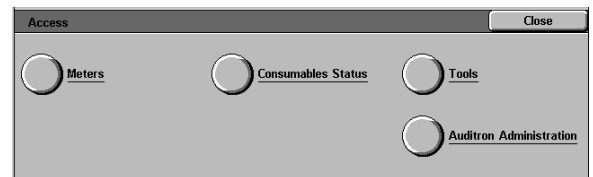


Figure 6: Access screen

- 2 Touch the **Consumables Status** button, Figure 7.

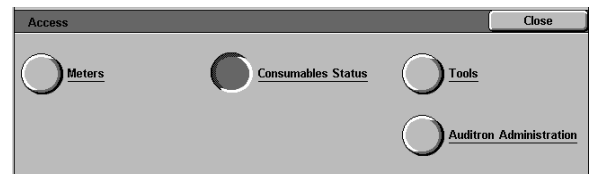


Figure 7: Consumables Status button

The Consumables Status screen is displayed, Figure 8.

Note the current status for the various consumables:

- Dry ink color (colors: yellow, magenta, cyan, and black)
- Dry Ink Waste Container
- Developer Waste Container
- Fuser Oil Cartridge
- Copy/Print Cartridge
- Cleaning Web



NOTE: “Ok” indicates that no replacement is necessary. Other messages include:

- “**Low**” indicates that the dry ink is getting low and a new dry ink will be required soon
- “**Empty**” indicates that the fuser oil or dry ink must be replaced immediately
- “**Change soon**” indicates that the appropriate consumable be replaced soon
- “**Change**” indicates that the dry ink waste container, developer waste container, cleaning web or copy/print cartridge must be replaced immediately

3 To exit, touch **Close**; the Access screen is displayed, Figure 9.

4 Touch **Close** to exit Administration mode and to return to the basic copying/printing mode.

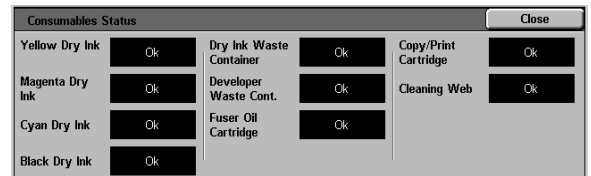


Figure 8: Consumables Status screen

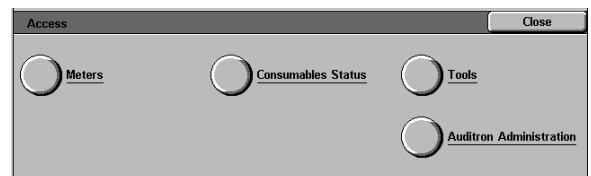


Figure 9: Access screen

Auditron Administration mode

Overview

The Auditron is a copy audit feature of the Document Centre ColorSeries 50 copier/printer. This feature electronically records the number of copies made for each user account and controls the access and use of the copier/printer.

Auditron administrator duties

The Auditron Administrator assigns user accounts and maintains the Auditron system. The duties of the Auditron Administrator include the following:

- Enabling the Auditron feature
- Assigning account numbers to users
- Assigning passwords for each user account
- Assigning copy limits and restrictions (such as black and white copying only)
- Modifying user account information
- Reviewing user account information
- Providing a record of the copy output to account users
- Changing the Auditron Administration password
- Maintaining the Auditron



KEY POINT: If you cannot remember your Auditron Administration password, you must call a Xerox Service Representative who will set the password back to the default setting.

KEY POINT: With Auditron enabled, you may still print from your client workstation.

Auditron access levels

There are two levels of access to the Auditron:
Administrator access level and user access level.

Administrator access level

The Auditron Administrator creates and modifies user accounts and monitors copying status for billing purposes.

As the Auditron Administrator, you will change the default Auditron Administration password to your own personal password. This allows you, and only you, to have access to this level; however, it is wise to have another person as a backup.

In the administrator access level, you will enable the Auditron for usage, assign user account numbers and passwords, set specific parameters for each user account (such as copy output limit), modify user account information when necessary, and collect and record account data.

You access the Auditron Administrator level by pressing the **Administration** button on the control panel and touching the **Auditron Administration** button on the **Access** screen, as shown in Figure 10.

User access level

This level is used for making copies. When the Auditron is enabled and user accounts are set up, users must enter their specific user account numbers prior to making copies.



Figure 10: Auditron Administration button

Auditron account structure

The Auditron stores the copy quantities for each specific user account. The Document Centre ColorSeries 50 copier/printer can record information for a maximum of 2,000 user accounts. The user accounts are numbered starting at **100** and ending at **2099**.

The accounts are accessed by the users through their user account numbers. Each individual or group of individuals who wishes to make copies using the Auditron is assigned a user account. Each account has a unique user number, and each account has a unique user password. The user password must contain four to twelve numbers.

The remainder of this section provides information on setting up and maintaining the Auditron.

Auditron forms

Appendix A contains sample forms that can be used to record the data when configuring the Auditron or when recording the copy volumes for billing purposes. To use the Auditron User Chart and Auditron Periodic Billing Form, make copies prior to configuring the Auditron.



NOTE: There are no Auditron reports to be printed. You must visually review copy counts for each account. After recording the numbers, you touch **Reset Copy Counts** to start a new billing period. Refer to the “Reset Accounts” section for more details on setting copy counts.

Entering the Auditron Administration mode

1 2 3...

- 1 If you are not already in the Administration mode, enter it now by pressing the **Administration** button. This button is located above the numeric keypad.

The Access screen is displayed.

- 2 Touch the **Auditron Administration** button, Figure 11.

The Enter Password screen is displayed.

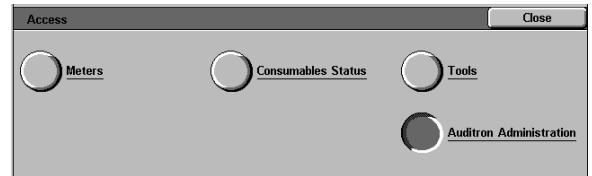


Figure 11: Auditron Administration button

2

3 Using the numeric keypad, enter the **Auditron Administration** password, Figure 12.



The Document Centre ColorSeries 50 copier/ printer is shipped with a default **Auditron Administration** password of **11111** (five ones). Enter the default password if you are using the Auditron feature for the first time or if you have not already changed the password to a new one.

2



NOTE: Change the password in order to prevent any unauthorized individuals from having access to the Auditron Administration mode. For information on how to change the password, refer to the section entitled “**Changing the Auditron Administration password.**”

4 Touch the **Enter** button. The Auditron Administration screen is displayed, Figure 13.



KEY POINT:

- When you press the **Clear All** button on the control panel while in the Auditron Administration mode, all previous programming selections are canceled.
- You cannot program copy jobs while in the Auditron Administration mode.

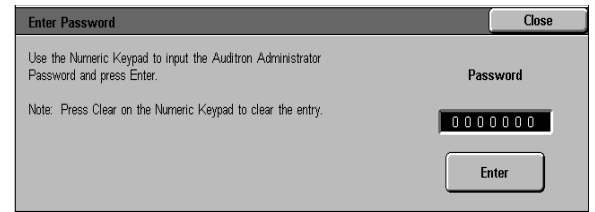


Figure 12: Entering the Auditron Administration password

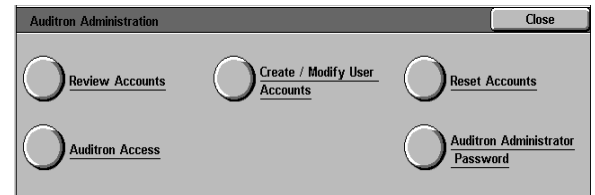


Figure 13: Auditron Administration screen

Exiting the Auditron Administration mode

To exit the Auditron Administration mode and return to the basic programming screen, touch the **Close** button on the Auditron Administration screen, Figure 14.



NOTE: While in the Auditron Administration mode, you may touch the **Close** button at any time in order to exit without making changes to that particular feature. Touching the **Close** button causes the previous screen to be displayed.

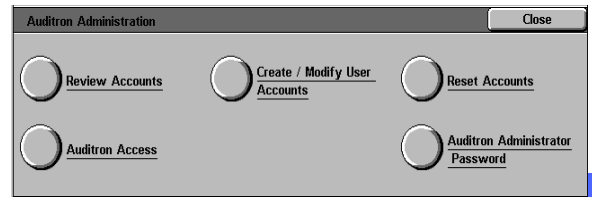


Figure 14: Auditron Administration screen

Review Accounts

The **Review Accounts** mode allows you to review the Auditron information for any specified user account. This mode provides the following user account information:

- password
- account limit
- color restriction
- total black and white copies
- total color copies

2

1 2 3...

In order to review one or more user accounts, perform the following steps:

1

From the Auditron Administration screen, touch the **Review Accounts** button, Figure 15.

The **Review Accounts** screen is displayed.



Figure 15: Review Accounts button

2 Enter an Account Number by performing one of the following (Figure 16):

- Use the **up** and **down** arrows, or
- Touch the **Input Number With Keypad** button, and enter the account number using the keypad.

3 Touch the **Enter** button. The Touch screen displays the user account information for the entered account number. User account information includes:

- The password which is assigned to that specific account number
- The account limit, which is the total number of copies that the user is allowed to make
- Color restriction information (for example, the user account is allowed to make black and white copies only and no color copies)
- The Total Copies information displayed here provides a total copy count of black and white copies and another total copy count of color copies

4 You may review the account data information for a different user account by repeating steps 2 and 3.

5 Touch the **Close** button in order to exit the Review Accounts screen.

You are returned to the Auditron Administration screen.

The screenshot shows a 'Review Accounts' window with a 'Close' button in the top right corner. The window is divided into several sections: 'Account Number' (displaying '100 → 2099' and '701'), 'Password' (displaying '0 0 0 0 0 0'), 'Account Limit' (displaying '7'), 'Color Restriction' (displaying 'Color Only'), 'Total Copies' (displaying 'B & W' and '7'), and 'Color' (displaying '7'). There are also buttons for 'Input Number With Keypad' and 'Enter'.

Figure 16: Review Accounts

Create/Modify User Accounts

The **Create/Modify User Accounts** mode allows you to create new user accounts and modify existing user accounts. The maximum number of user accounts that can be created is 2,000.

KEY POINT: You must create an account with an account number before you can enter a new or change the existing password, account limit, or restrictions information.

NOTE: Before you create user accounts, make a list of all users who will have an Auditron user account. Be sure to include user account number information and the corresponding password for each user account.

1 2 3...

In order to create or modify an account, perform the following steps:

1

From the Auditron Administration screen, touch the **Create/Modify User Accounts** button, Figure 17.

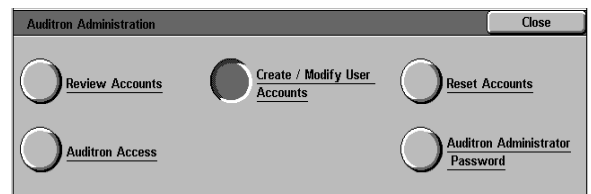


Figure 17: Create/Modify User Accounts button

The Create/Modify User Accounts screen is displayed, Figure 18.

NOTE: Ensure that you have a copy of the sample form from Appendix A before continuing with the next steps in this procedure. The forms contained in Appendix A include Auditron User Chart and Auditron Periodic Billing Form.

A screenshot of the 'Create / Modify User Accounts' screen. It contains several input fields and buttons. On the left, there's a section for 'Account Number' with a range '100 -> 2099' and a large display showing '701'. Below this are 'Input Number With Keypad' and 'Enter' buttons. To the right, there's a 'Password' field with '0 0 0 0 0 0', an 'Account Limit' field with '700', and a 'Color Restriction' field with 'No Restriction'. Further right is a 'Total Copies' field with '7'. At the bottom, there's a 'Change Settings: Account ####' button and a 'Reset Counter' button. A 'Close' button is in the top right corner.

Figure 18: Create/Modify User Accounts screen

2 Create a new account number by performing one of the following steps (Figure 19):

- Use the **up** and **down** arrows to enter an account number, or
- Touch the **Input Number With Keypad** button, and enter the account number using the keypad.



KEY POINT: The account numbers may be between **100** to **2099**.

3 After you have entered the account number, touch the **Enter** button.



NOTE: You are now ready to enter the remaining account information for this specific account. Continue to the next step.

4 Touch the **Change Settings: Account ####** button.

The Change Settings screen is displayed, Figure 20. The account number is displayed next to Change Settings in the title bar.

Figure 19: Entering the account number

Figure 20: The Change Settings screen

- 5** Enter the user account password (Figure 21) by touching the **Input Number with Keypad** button to enter the user password for this specific account number.



NOTE: The password must have a **minimum** of four digits and can have a **maximum** of twelve digits.

The password appears in the Account Password window.

- 6** Once the password is entered, touch the **Enter** button.
- 7** Touch the **Input Number with Keypad** button to enter the **Account Limit** number. Use the numeric keypad to enter the copy output limit for this specific account number. The number entered is multiplied by 100 when you touch the **Enter** button.



KEY POINT: If the Account Limit is entered as **12**. This means that the copy output limit for this specific user account is **1,200**. Whatever number or numbers are entered here are automatically multiplied by 100. In another example, when you enter a number of **7**, the copy output limit for that account is **700**.

- 8** Once the Account Limit is entered, touch the **Enter** button.

The screenshot shows a 'Change Settings' window with a title bar containing 'Change Settings', a page number '4', and a 'Close' button. The window is divided into three main sections. The first section, 'Account Password', has a text field displaying '000000001212' and two buttons below it: 'Input Number with Keypad' and 'Enter'. The second section, 'Account Limit (x100)', has a text field displaying '700' and two buttons below it: 'Input Number with Keypad' and 'Enter'. The third section, 'Restrictions', has three radio button options: 'No Restriction' (which is selected), 'Color Only', and 'Black & White Only'.

Figure 21: Entering the account password

- 9 Select the user restrictions for this user account, Figure 22:

Figure 22: Selecting the Restrictions

- Touch the **No Restriction** button in order to allow this user account to make both color and black and white copies.
- Touch the **Color Only** button in order to allow this user account to make color copies only.
- Touch the **Black & White Only** button in order to allow this user account to make black and white copies only.

- 10 Touch the **Close** button in order to save the settings and return to the previous screen.

The Create/Modify User Accounts screen is displayed. Notice that the screen now reflects the information you entered for the account, Figure 23.

- 11 To modify the new account settings, touch the **Change Settings: Account ####** button and repeat steps 5-10. Continue to repeat these steps until all the user accounts and their respective account data is entered.

Figure 23: Create/Modify User Accounts screen

Reset Counter

The **Reset Counter** button allows you to reset to zero the total number of copies for any specified user account.

In order to reset the total number of copies for a user account, complete the following steps:

2

1 2 3...

- 1 Perform steps 1-4 of the **Create/Modify User Accounts** procedure.
- 2 Touch the **Reset Counter** button, Figure 24.

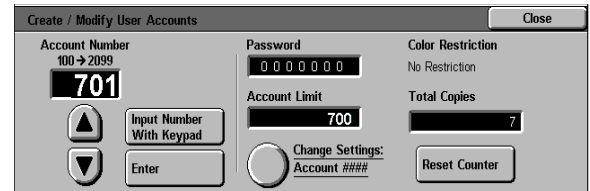


Figure 24: Reset Counter button

The **Total Copies** number resets to zero, as seen in the example in Figure 25.

You can make copies up to the copy Account Limit.



Figure 25: Total Copies

Exiting the Create/Modify User Accounts mode

1 2 3...

Touch the **Close** button in order to exit the Create/Modify User Accounts screen, Figure 26.

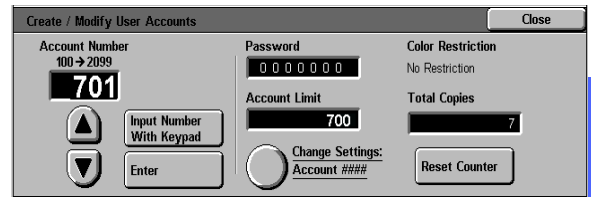


Figure 26: Close button

You are returned to the **Auditron Administration** screen, Figure 27.

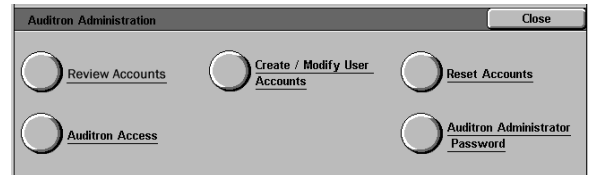


Figure 27: Auditron Administration screen

Reset Accounts

The **Reset Accounts** mode allows you to perform the following Auditron functions:

- Delete all Auditron user accounts.
- Reset the copy counters to zero for all the Auditron user accounts.
- Remove any copy limits that were assigned to any of the Auditron user accounts.
- Remove any color restrictions that were assigned to any of the Auditron user accounts, thereby allowing all accounts to perform both color and black and white copying.

In order to use the **Reset Accounts** feature, perform the following steps:

- 1 From the Auditron Administration screen, touch the **Reset Accounts** button, Figure 28.



Figure 28: Reset Accounts button

The Reset Accounts screen is displayed, Figure 29.



Figure 29: Reset Accounts screen

- 2 Touch the **Delete All Accounts** button if you want to delete all the Auditron user accounts, Figure 30.

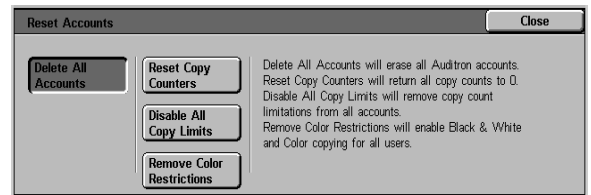


Figure 30: Delete All Accounts button

A delete accounts confirmation screen is displayed, Figure 31.

- Touch **Yes** if you want to delete all the Auditron data.
- Touch **No** if you do not want to delete all the Auditron data.



NOTE: To exit the **Delete All Accounts** function at any time without making any changes, touch the **Close** button.

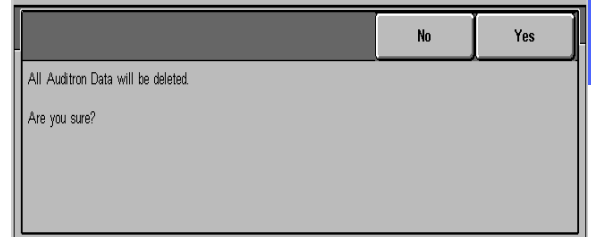


Figure 31: Delete Auditron data message

- 3 Touch the **Reset Copy Counters** button if you want to reset all the copy counters for all the user accounts to zero, Figure 32.

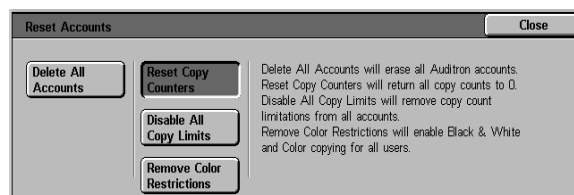


Figure 32: Reset Copy Counters button

A reset copy counters confirmation screen is displayed, Figure 33.

- Touch **Yes** if you want to reset all the copy counters to zero.
- Touch **No** if you do not want to reset the copy counters.



NOTE: To exit the **Reset Copy Counters** function at any time without making any changes, touch the **Close** button.

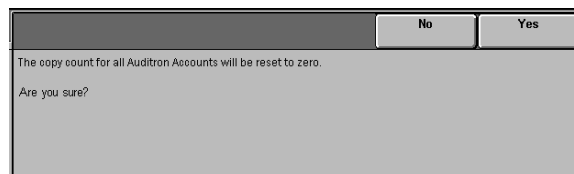


Figure 33: Reset Copy Counters message

- 4 Touch the **Disable All Copy Limits** button if you want to remove all copy count limits that were assigned to any user accounts, Figure 34.



Figure 34: Disable All Copy Limits button

A remove copy limits confirmation screen is displayed, Figure 35.

- Touch **Yes** if you want to remove all copy limits that were assigned to any of the user accounts.
- Touch **No** if you do not want to remove the copy limits from all the user accounts.



NOTE: To exit the **Disable All Copy Limits** function at any time without making any changes, touch the **Close** button.

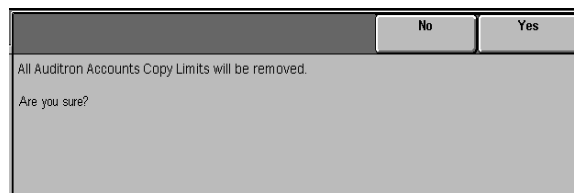


Figure 35: Disable All Copy Limits message

- 5 Touch the **Remove Color Restrictions** button if you want to remove any color restrictions that were assigned to any of the Auditron user accounts. By removing the color restrictions, all Auditron users will be able to make both color and black and white copies, Figure 36.

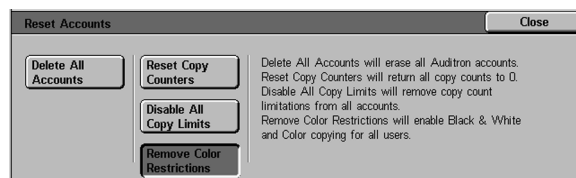


Figure 36: Remove Color Restrictions button

A remove color restrictions screen is displayed, Figure 37.

- Touch **Yes** if you want to allow all users the ability to make both color and black and white copies.
- Touch **No** if you do not want to remove the color restrictions from all the user accounts.



NOTE: To exit the **Remove Color Restrictions** function at any time without making any changes, touch the **Close** button.

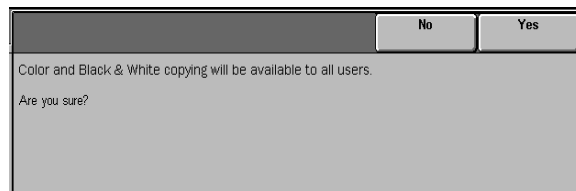


Figure 37: Remove Color Restrictions message

- 6 Touch the **Close** button in order to exit the Reset Accounts screen, Figure 38.

You are returned to the Auditron Administration screen.

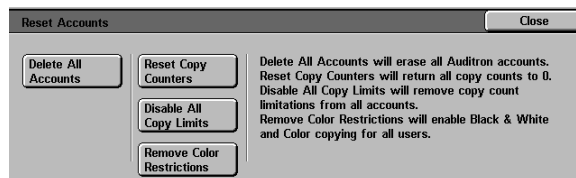


Figure 38: Reset Accounts screen

Auditron Access

Use the Auditron Access mode in order to enable the Auditron feature. The Auditron feature will not function until it has been enabled by the Auditron Administrator.



KEY POINT: When the Auditron is enabled, users must enter passwords in order to use the copier. In order for the Auditron to function properly, the Auditron Administrator must ensure that at least **one** account is created and assigned a password.

2

1 2 3...

- 1 From the Auditron Administration screen, touch the **Auditron Access** button, Figure 39.

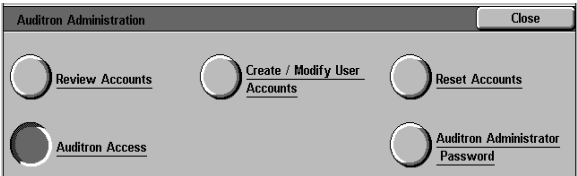


Figure 39: Auditron Access button

The Auditron Access screen is displayed, Figure 40.



Figure 40: Auditron Access screen

2 To enable or disable the Auditron, perform one of the following:

- To enable and use the Auditron feature, touch the **Enabled** button, Figure 41.

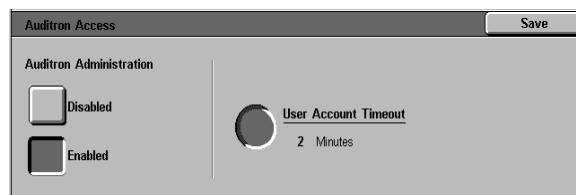


Figure 41: Enabled button

2

- To disable the Auditron feature, touch the **Disabled** button, Figure 42. **Disabled** is the default setting.



KEY POINT: The Auditron feature cannot function when it is disabled. The copier will be available for general usage by all users.

KEY POINT: If you disable the Auditron you will not lose any existing account information.



Figure 42: Disabled button

User Account Timeout

When the Auditron is enabled and user accounts have been created, you can set a timeout period for all user accounts. This timeout feature causes the copier to revert to its default programming screen after a preset period of time. The timeout feature acts as an added security measure for Auditron users. It ensures that unauthorized use of an account does not occur.

When you enter your account number and password, you proceed to make copies with the copies being charged against your Auditron account. If the timeout feature is not programmed, then your account remains active and anyone can make copies. Those copies in turn are charged to your Auditron user's account.

With the timeout feature programmed for a preset period of time, the copier reverts to its default programming screen and the Auditron user's account information is cleared from the copier. This ensures that unauthorized use of the Auditron user's account does not occur.

2

1 2 3...

1

Touch the **User Account Timeout** button, Figure 43.

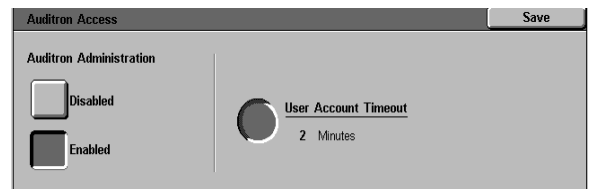


Figure 43: User Account Timeout button

The **User Accounts Timeout** screen is displayed, Figure 44.

2 To set a timeout for **all** user accounts, perform one of the following:

- Use the **up** and **down** arrows to set the timeout (from **1 second to 10 minutes**)
- Touch the **Disable** button to remove any timeout restrictions.



NOTE: When the timeout feature is disabled, you must manually clear your account information from the copier after completing copy jobs. Even with the timeout feature enabled, it is good practice to clear your account information after copying by touching the **Access** button.

3 Touch the **Save** button in order to save the timeout selections.

The Auditron Access screen is displayed, Figure 45.

4 Touch the **Save** button to exit.

The Auditron Administration screen is displayed.

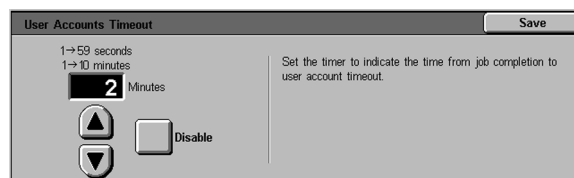


Figure 44: User Accounts Timeout screen

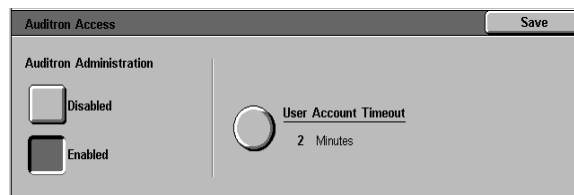


Figure 45: Auditron Access screen

Changing the Auditron Administrator Password

This feature allows you to change the Auditron Administrator password. As the Auditron Administrator, you should change the default Auditron Administrator password to your own personal password. This allows you, and only you, to have access to this level; however, it is wise to have another person as a backup.

2



NOTE: The default for the Administrator password and Tools mode password are the same number (11111). However, if you change the Auditron Administrator password, the Tools mode password does not change. You must change the Tools mode password in Tools mode if you want the numbers to be the same.

1 2 3...

- 1 From the Auditron Administration screen, touch **Auditron Administrator Password** button, Figure 46.

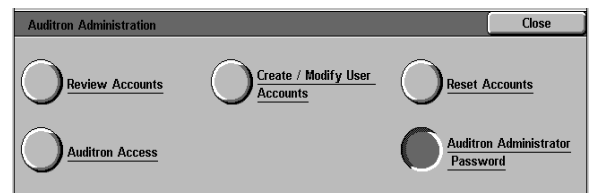


Figure 46: Auditron Administrator Password button

The Auditron Administrator Password screen is displayed, Figure 47.

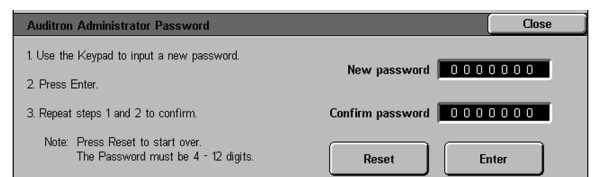


Figure 47: Auditron Administrator Password screen

2 Enter a new password in the New password box, Figure 48, by using the numeric keypad. Asterisks display instead of the numbers shown in the example.

3 Press the **Enter** button.

4 Enter the same number in the Confirm password box, Figure 48. Again, asterisks display.

5 Press the **Enter** button.



NOTE: If you make a mistake while entering a value, touch the **Reset** button, type the number again, and touch the **Enter** button.

Figure 48: Confirm password window

6 Touch **Close** to save the new Auditron Administrator password, Figure 49.



NOTE: Be sure to write down the new Auditron Administrator password and leave it in a secured area.

Figure 49: Close button



KEY POINT: You cannot enter the Auditron Administration mode without your password. If you lose or forget your Auditron Administrator password, contact your Xerox representative. The Xerox representative will clear the existing password by returning it to its factory default of **11111**.

The Auditron Administration screen is displayed, Figure 50.

7 Touch the **Close** button to display the Access screen.

8 Touch **Close** in order to exit and return to the basic programming screens.

Figure 50: Auditron Administration screen

3. Tools Mode

Overview

In the Tools Mode, the System Administrator can set the default values for a variety of copy output and copier/printer features, or register custom colors.

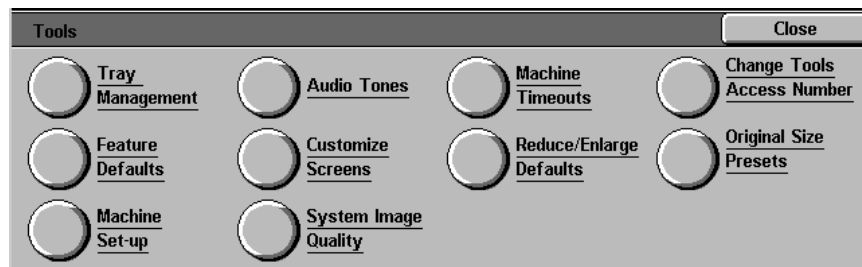


Figure 1: Tools screen

The Tools screen, illustrated in Figure 1, is displayed when you enter the Tools Mode. From this screen, you can access and change options for the following features:

- Tray Management
- Feature Defaults
- Machine Set-up

- Audio Tones
- Customize Screens
- System Image Quality
- Machine Timeouts
- Reduce/Enlarge Defaults
- Edit Pad Setup (if you have one)
- Change Tools Access Number
- Original Size Presets

This chapter helps you enter and exit Tools Mode, and provides information and procedures for each of the features listed above to help you customize the Document Centre ColorSeries 50.

KEY POINT: Touch **Close** on the Tools screen to return to the operator tabs.



Entering and Exiting Tools Mode

Entering Tools Mode

KEY POINT:



- All previous programming selections are canceled when you press the **Clear All** button in the Tools Mode.
- You cannot program jobs while in the Tools Mode.

1 2 3...

1

Press the Administration button (Figure 2) above the numeric keypad to display the Access screen, illustrated in Figure 3.



Figure 2: Administration symbol

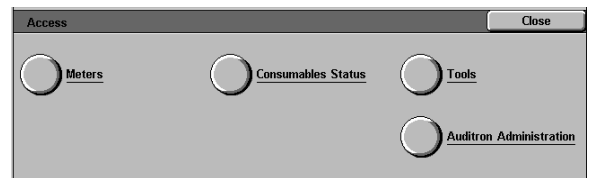


Figure 3: Access screen

2

Touch the **Tools** button to display the Tools Access Number screen, as illustrated in Figure 4.

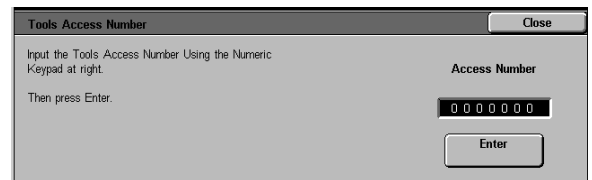


Figure 4: Tools Access Number screen

3

- 3 Use the numeric keypad to enter the correct password and touch **Enter** on the Touch screen.



NOTE: The default password is 11111. Be sure to change the password so that unauthorized individuals do not have access to Tools Mode.

To close the window without entering a password, touch **Close**.

After you have entered the correct password, the Tools screen displays, as illustrated in Figure 5.

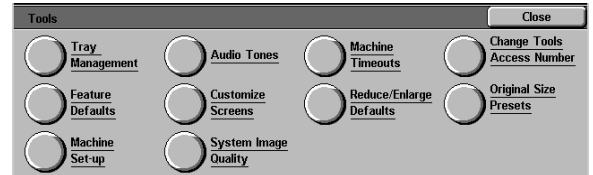


Figure 5: Tools screen

Exiting Tools Mode

1 2 3...

To exit the Tools Mode, touch the **Close** button on the System Administration Items screen.



KEY POINT: Touch **Close** to exit any screen within Tools Mode without making changes and to display the previous screen.

Tray Management

The Tray Management screen displays the Paper Type and Auto Tray Setup features.

Paper Type

The Paper Type screen displays Paper Trays 1, 2, 3 and 4 and the current type of stock (normal, heavyweight, or transparency separators) that is in each tray.



NOTE: Do not run heavyweight paper from Paper Tray 1. Use Trays 2, 3 and 4 for paper stock up to 32 lb. Use Tray 5 for stock up to 140 lb.

3

1 2 3...

- 1 On the Tools screen, touch the **Tray Management** button to display the Tray Management screen, as illustrated in Figure 6.

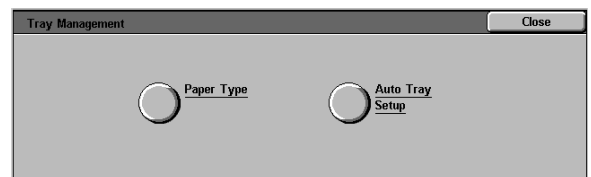


Figure 6: Tray Management screen

- 2 Touch the **Paper Type** button to display the Paper Type screen, as illustrated in Figure 7.

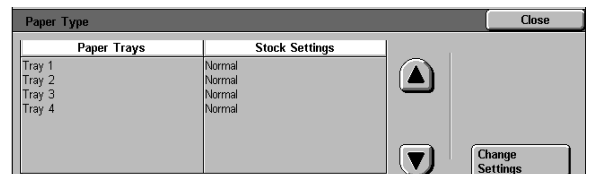


Figure 7: Paper Type screen

- 3** Review the current settings for each tray. Use the up and down arrows to highlight the desired paper tray and touch the **Change Settings** button to display the detail screen for the tray. A sample detail screen for Trays 2, 3, and 4 is illustrated in Figure 8.



NOTE:

- You cannot run heavyweight paper from Paper Tray 1. The only option on the Tray 1 detail screen is Normal.
- The Auto Tray Setup - Switching option, set through Auto Paper Select in Tools Mode, must be disabled before you can select the Heavyweight option for Trays 2, 3, or 4.
- The Heavyweight option for Trays 2, 3 or 4 must be selected when running paper above 105 gsm (28 lb bond). The heaviest paper that can be run from Trays 2, 3 or 4 is 128 gsm (32 lb bond).
- For additional information on Normal and Heavyweight papers, see the *Color Materials Usage Guide*.

- 4** Touch the button for the setting that best describes the paper type for the tray.
- 5** Touch **Save** to display the Paper Type screen.
- 6** If necessary, repeat steps 3 through 5 for another paper tray.
- 7** Touch **Close** to display the Tray Management screen.
- 8** Touch **Close** to display the Tools screen.

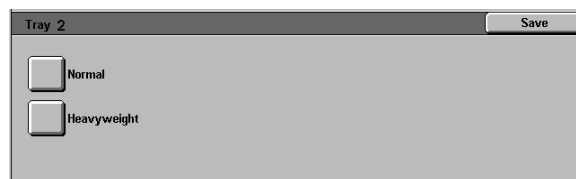


Figure 8: Sample Tray detail screen

Auto Tray Setup

Touching **Auto Tray Setup** on the Tray Management screen displays the Auto Tray Setup screen.

On this screen, you can enable Auto Tray Switching for Paper Trays 1, 2, 3, and 4.

Enabling Auto Tray Switching allows the copier/printer to switch automatically to another tray with the same size and type of paper when the first tray runs out of paper.



NOTE: To enable Auto Tray Switching, ensure that more than one tray is configured for the same size paper and feeding orientation (long edge feed or short edge feed).

NOTE: To exclude a tray from Auto Tray Switching, select **Disable Auto Paper** in the Auto Tray Setup after selecting the appropriate tray.

3

1 2 3...

- 1 On the Tools screen, touch the **Tray Management** button to display the Tray Management screen, as illustrated in Figure 9.

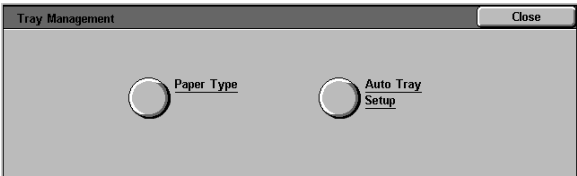


Figure 9: Tray Management screen

- 2 Touch the **Auto Tray Setup** button to display the Auto Tray Setup screen, as illustrated in Figure 10.

The options include Tray 1, Tray 2, Tray 3, Tray 4 and Auto Tray Switching.

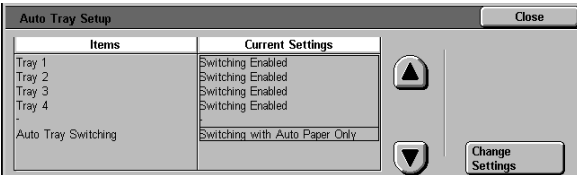


Figure 10: Auto Tray Setup screen

- 3 Review the current settings for each tray and the Auto Tray Switching option.
- 4 To enable or disable Auto Tray Switching, use the up and down arrows to highlight the desired paper tray, and touch the **Change Settings** button to display the tray detail screen, as illustrated in Figure 11.

Touch **Enable Auto Paper** or **Disable Auto Paper**.

- 5 Touch **Save** to display the Auto Tray Setup screen.

If necessary, repeat steps 3 through 5 for another paper tray.

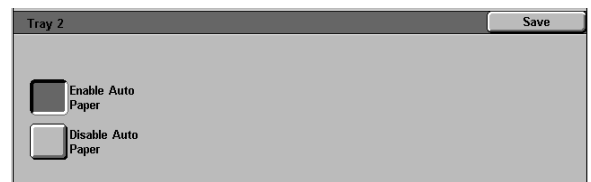


Figure 11: Sample Tray detail screen

- 6 To enable or disable Auto Tray switching, use the up and down arrows to highlight the Auto Tray Switching option. Touch the **Change Settings** button to display the Auto Tray Switching screen, as illustrated in Figure 12.

Touch **Switching Enabled**, **Switch-Auto Paper Only**, or **Switching Disabled**.

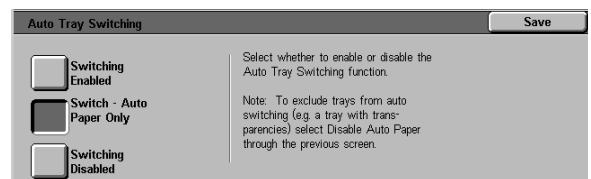


Figure 12: Auto Tray Switching screen

- **Switching Enabled** enables switching for all paper trays even if you manually select an output tray.
- **Switch-Auto Paper Only** enables switching when Auto Paper is selected on the Basic Copying Tab.
- **Switching Disabled** disables tray switching altogether.

- 7 Touch **Save** to return to the Auto Tray Setup screen.
- 8 Touch **Close** to display the Tray Management screen.
- 9 Touch **Close** to display the Tools screen.

Feature Defaults

The Feature Defaults options enable you to change factory default settings for a number of features, including Paper Supply, Reduce/Enlarge, Original Type, Image Quality Settings, Margin Shift, Edge Erase, Original Orientation, 2 Sided Copy, and Multiple-Up. The first Feature Defaults screen is illustrated in Figure 13.

Because these procedures are very similar, use the basic procedure that follows to set new defaults. Any differences are noted in the descriptions provided for each default and its settings.



NOTE: Additional information on Feature Defaults is found in the *Document Centre ColorSeries 50 User Guide*.

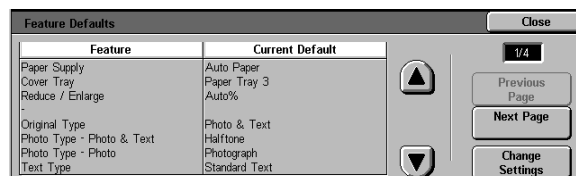


Figure 13: Feature Defaults screen
(page 1 of 4)

The Feature Defaults options include:

- Paper Supply
- Cover Tray
- Reduce / Enlarge
- Original Type
- Photo Type - Photo & Text
- Photo Type - Photo
- Text Type
- Lighten / Darken
- Output Color
- Color Shift
- Saturation
- Variable Color Balance
- Sharpness
- Margin Shifts
- Corner Shift
- Variable Shift
- Edge Erase
- Original Orientation
- 2 Sided Copy
- Side 2 Rotate
- Multiple-Up
- 2 Pages Up
- 4 & 8 Pages Up

Basic procedure for setting Feature Defaults

1 2 3...

- 1 On the Tools screen, touch the **Feature Defaults** button to display the Feature Defaults screen, as illustrated in Figure 14.
- 2 Review feature default items and their current settings.



KEY POINT: There are multiple screens or pages for Feature Defaults. The numbers in the box at the top right of the screen indicate which Feature Defaults screen you are viewing and the total number of screens. For example, 1/4 indicates you are viewing the first of four Feature Defaults screens.

To display items on other screens, touch the **Next Page** button or **Previous Page** button or use the arrow keys to scroll to the location.

- 3 To change the current setting of a feature, use the up and down arrows to highlight the desired feature.

Touch the **Change Settings** button to display the feature detail screen.

- 4 Touch the button for the desired default.
- 5 Touch **Save** to display the Feature Defaults screen.
- 6 If necessary, select another feature and change its settings using steps 2-5. Refer to the sections that follow for more information about individual features.
- 7 Touch **Close** to display the Tools screen.

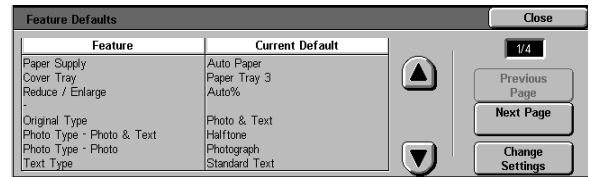


Figure 14: Feature Defaults screen

Paper Supply

This option (Figure 15) allows you to designate the default paper tray. Selecting **Auto** enables the copier/printer to determine the paper tray to use based on the size of the original document.

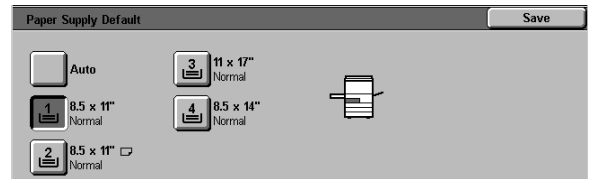


Figure 15: Paper Tray Default screen

Cover Tray

This option (Figure 16) allows you to set the default cover tray. Ensure the tray can accommodate the desired stock.

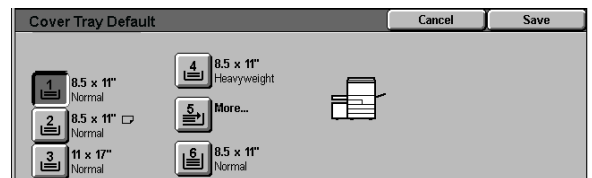


Figure 16: Cover Tray screen

Reduce/Enlarge

This option allows you to designate the default reduction or enlargement. Selecting **Auto** enables the copier/printer to determine the reduction or enlargement percentage to use based on the size of the original document and the selected paper tray.

The selected value is displayed in the percentage box of the Reduce/Enlarge screen, as illustrated in Figure 17 and listed in Table 1.



NOTE: Auto% cannot be used with Auto Paper Supply.

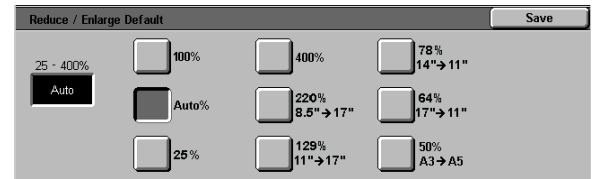


Figure 17: Reduce/Enlarge screen

Reduce / Enlarge Option Buttons		
100%	400%	78% 14" to 11"
Auto%	220% 8.5" to 17"	64% 17" to 11"
25%	129% 11" to 17"	50% A3 to A5

Table 1: Reduce Enlarge Buttons Table

Original Type

This option allows you to set the original type for the majority of the original documents you will be copying or printing. Based on your selection, the copier/printer automatically makes fine adjustments to optimize the copy sharpness based on the type of original selected. As illustrated in Figure 18, original types include:

- **Photo & Text** — Most original documents consist of both text and graphics.
- **Text** — Most original documents consist of words with few detailed graphics.
- **Photo** — Most original documents contain halftones or photographs.
- **Graphics & Maps** — Most original documents contain intricate drawings that require a number of details to be copied with utmost precision.

Use the Graphics & Maps option to optimize the reproduction of detailed graphics, maps, or map-like originals. Examples include highly technical drawings, histograms, pie charts, or roadmaps.

With this option, text on a light-colored background is enhanced more than if the Photo option or the Text option were used.

Fine detail and light colors are copied very well in this mode. Black and white documents with fine details and a wide range of densities also copy well in this mode, although the fidelity of the reproduction would be better if the Photo option were used.

If you select one of the first three options, you should also select the detail for that original type using the appropriate Original Type screens that follow this option.

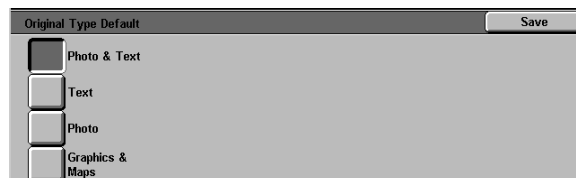


Figure 18: Original Type screen

Photo Type – Photo & Text

Photo Type–Photo & Text is the best selection for original documents that contain pictures and printed text, such as magazines or professional journals with pictures and text.

Output copies are made using the sharpness and density levels that combine the best levels for picture, chart, and text areas to provide optimum image quality.

As illustrated in Figure 19, this option allows you to specify the default for the kind of photograph or picture originals you will be copying.

- **Halftone** — Use this option when most original documents will be images that are created using a fine screen that varies the darkness and density of dots that make up the image. Examples of halftone images can be found in magazines and newspapers.
- **Photograph** — Use this option when most original documents will be photographs or extremely fine halftones.
- **Xerographic Copy** — Use this option when most jobs will use a reproduction (copy) as the original document.

The Photo & Text option applies the best sharpness and density levels automatically for optimum color quality on all color copies

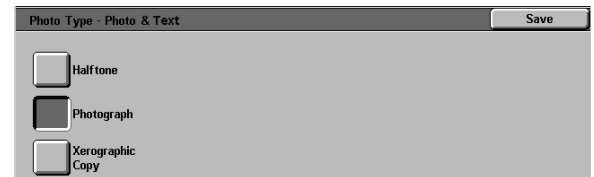


Figure 19: Photo Type–Photo & Text screen

Photo Type – Photo

The Photo Type–Photo option is the best selection for photographs, lithographs, or graphics that contain a variety of pastel colors.

This option provides the following advantages:

- The most accurate color and density copy for continuous tone documents that contain a wide range of densities from very dark to very light images
- The best selection when true reproduction of light skin colors, light colors, or gray areas is important
- The best option for very high quality halftone documents.

As illustrated in Figure 20, this option allows you to specify the default for the kind of Photo originals you will be copying.

- **Halftone** — Use this option when most original documents will be images that are created using a fine screen that varies the darkness and density of dots that make up the image. Examples of halftone images can be found in magazines and newspapers.
- **Photograph** — Use this option when most original documents will be photographs or extremely fine halftones.
- **Xerographic Copy** — Use this option when most jobs will use a reproduction (copy) as the original document.

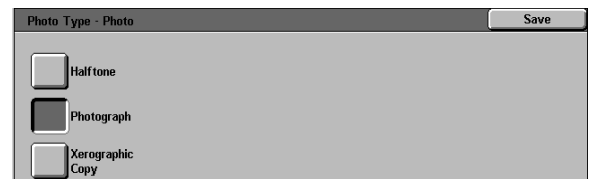


Figure 20: Photo Type–Photo screen

Text Type

The Text Type option is the best selection for documents composed of fine line characters or other high contrast documents with bright, dense colors. For documents in which priority is given to the text, this selection produces the clearest output text. Selecting this option suppresses background color.

As illustrated in Figure 21, this option allows you to specify the default for the kind of text originals you will be copying.

- **Standard Text** — Most original documents will be of standard darkness.
- **Light Text** — Most original documents will be lighter than normal or consist of lines that vary in thickness and darkness, such as those that are written in pencil.

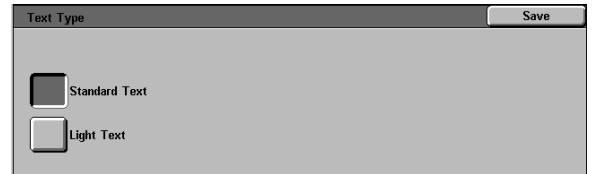


Figure 21: Text Type screen

Lighten / Darken

The Lighten / Darken feature enables you to adjust the overall lightness or darkness (density) of the output copy.

Select darker settings for light originals and light settings for dark originals, as illustrated in Figure 22.

Selecting Auto Contrast enables the copier/printer to determine the lightness or darkness to use based on its scan of the original document.

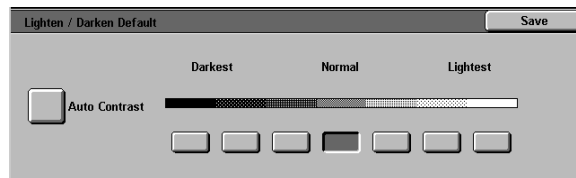


Figure 22: Lighten/Darken screen

Output Color

The Output Color option allows you to set the default to Auto Color, Full Color (using Black, Yellow, Cyan and Magenta), 3 Pass Color (using Yellow, Cyan and Magenta), or Black, as illustrated in Figure 23.

Selecting Auto Color enables the copier/printer to determine the output color to use based on its scan of the original document.

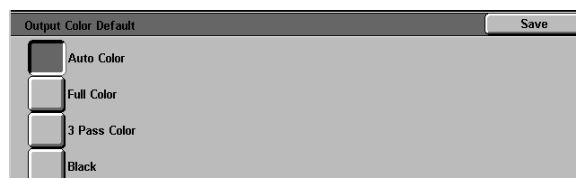


Figure 23: Output Color screen

Color Shift

This option allows you to shift the output color from blue (coolest) to red (warmest), as illustrated in Figure 24.

If you select a shift toward red (a warm color), the red colors shift towards the yellow hue, the green colors towards the cyan hue, and the blue colors towards the magenta hue. The lower bar shifts toward the right. All colors in between these original colors also shift in the same direction.

If you select a shift toward blue (a cool color), the red colors shift towards the magenta hue, the blue colors toward the cyan hue, and the green colors toward the yellow hue. The lower bar shifts toward the left. Again, all colors in between these original document colors also shift in the same direction.



NOTE: Refer to the Color Shift option in the User Guide for examples of the Color Shift, Warm and Cool options.



Figure 24: Color Shift screen

Saturation

This option allows you to adjust the overall richness of color on the output copy. Colors with high saturation are sometimes called vivid colors, while those with low saturation are sometimes called pastel colors.

Use the flower illustrations on the Saturation screen (Figure 25) to anticipate the results of the shift. The left flower illustrates the most pastel setting of saturation. The right flower illustrates the richest or most vivid saturation. The center flower represents the factory default Normal saturation. Selections do not cause any changes to the flower illustrations.

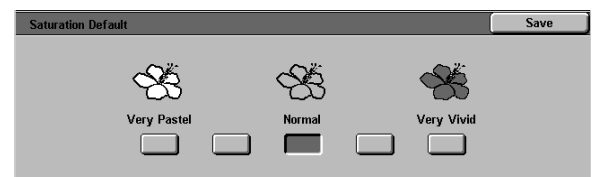


Figure 25: Saturation screen

Variable Color Balance (Yellow, Magenta, Cyan, Black)

These options allow you to adjust the default levels of all four process colors (Yellow, Magenta, Cyan, and Black) for areas of high, medium, and low density on the copies.

Three higher settings, three lower settings, and the normal (medium) settings are available for each density level of each color, as illustrated in Figure 26.

You can adjust each density level and each color independently in any combination.

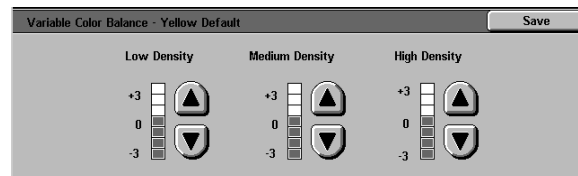


Figure 26: Sample Color Balance screen

KEY POINT: Remember that adjusting the amount of any of the process colors affects the complementary colors that use that color. For example, when yellow is adjusted, both red and green are affected.

Sharpness

The Sharpness option allows you to adjust the amount of image edge definition on the copies.

NOTE: For optimum sharpness, select the correct Original Type in the Image Quality tab.

Use the Sharp levels (Figure 27) to increase the amount of edge definition for original documents such as maps, line art, or graphics that have crisp lines.

Use the Soft levels (Figure 27) to decrease the amount of edge definition to copy photographs or any other documents for which softer, less focused, output copies are desired. This option is especially useful when copying very coarse dot screens.



Figure 27: Sharpness screen

Margin Shifts for Side 1 and Side 2

This option controls the default Margin Shift. You can set separate defaults for Side 1 and Side 2 images on the output copy.

You can set the following options, as shown in Figure 28:

- **No Shift**

If you select this option, the copier/printer assumes that the original document is registered in the upper left corner of the document glass.

- **Auto Center**

If you select this option, the original image is centered on the output page.

- **Corner Shift**

If you select this option, you should also select the Corner Shift option in Feature Defaults for the appropriate side.

- **Variable Shift**

If you select this option, you should also select the Variable Shift option in Feature Defaults for the appropriate side.

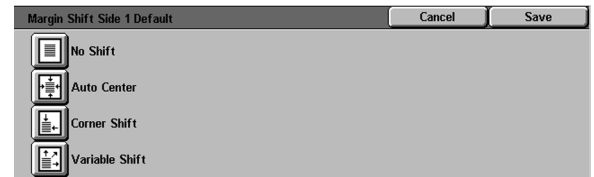


Figure 28: Margin Shift screen

Corner Shift

Use this option if you selected the Corner Shift option for Margin Shifts for either Side 1 or Side 2.

Touch the desired corner shift position (Figure 29) and then touch **Save** to return to the Feature Defaults screen.

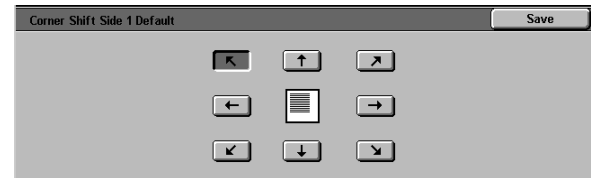


Figure 29: Sample Corner Shift Default screen

Variable Shift

Use this option, illustrated in Figure 30, if you selected the Variable Shift option for Margin Shifts for either Side 1 or Side 2.

To set a horizontal shift, touch the **right arrow** to shift the image to the right edge, or touch the **left arrow** to shift the image to the left edge from 0 to 17 inches (0 to 432 mm).

To set a vertical shift, touch the **up arrow** to shift the image to the top edge, or touch the **bottom arrow** to shift the image to the lower edge from 0 to 17 inches (0 to 432 mm).

Touch **Save** to return to the Feature Defaults screen.



Figure 30: Sample Variable Shift Default screen

Edge Erase

This option allows you to set the Edge Erase default to eliminate the shadows that are caused by the document edges during the copying process.

This feature offers two options, as illustrated in Figure 31:

- **No Erase** — Uses 2 mm edge erase. This factory setting cannot be eliminated.
- **Variable Erase** to display an additional screen with variable shift settings. This screen will display values in either inches or mm, depending on Localization settings specified on the Machine Set-up screen.

Under the **Top & Bottom** button, touch the **up arrow** to increase the amount of erasure at the top and bottom edges. Touch the **down arrow** to decrease the amount of erasure at the top and bottom edges.

Under the **Left & Right** button, touch the **up arrow** to increase the amount of erasure at the left and right edges. Touch the **down arrow** to decrease the amount of erasure at the left and right edges.

When you are making 2-sided copies, Edge Erase is applied to both sides of the output.



NOTE: A factory setting for a 2 mm edge erase cannot be eliminated. See the User Guide for more information on this setting.



Figure 31: Edge Erase screen with Input Erase Value selected

Original Orientation

This option allows you to indicate the position of most original documents on the Document Glass, as illustrated in Figure 32. An original document may be placed with its image upright or with the top of its image positioned towards the left side.

The diagrams on this screen illustrate the correct positioning of documents on the Document Glass.

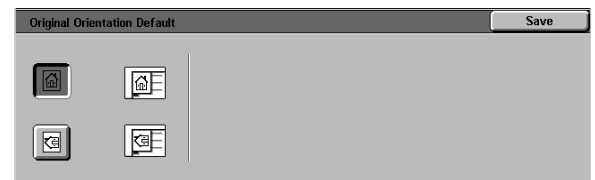


Figure 32: Original Orientation Default screen

2 Sided Copy

This option allows you to set default copying for 1 to 1 Sided, 1 to 2 Sided, 2 to 2 Sided, or 2 to 1 Sided, as illustrated in Figure 33.

You must select the appropriate Side 2 Rotate option from the Feature Defaults options.

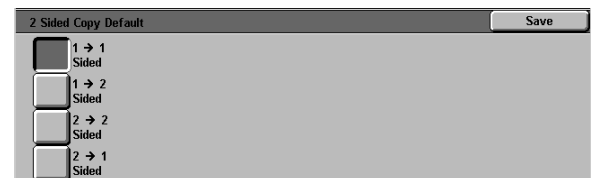


Figure 33: 2 Sided Copying Default screen

Side 2 Rotate

This option should be used if you set the default copying for 2-Sided output. With this option, you can specify whether the 2-sided copy should be made with Flip on Long Edge (head-to-head, book style) or Flip on Short Edge (head-to-toe, calendar style), as illustrated in Figure 34.

NOTE: For more information on Side 2 Rotate, see the User Guide, 2 Sided Copy option.

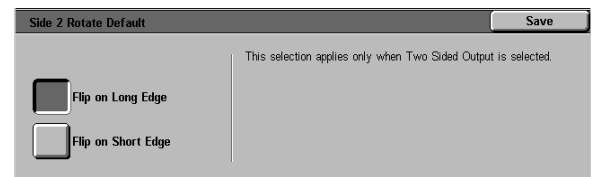


Figure 34: Side 2 Rotate Default screen

Multiple-Up

The Multiple-Up feature (Figure 35) enables you to specify whether 1, 2, 4, or 8 images from multiple originals are copied onto a single page. Each image is centered in its space.

If you select 2 Pages Up, use the 2 Pages Up Copy Layout feature described below.

If you select 4 Pages Up or 8 Pages Up, use the 4 & 8 Pages Up Copy Layout feature described below.



NOTE: Refer to the User Guide for additional information on the Multiple Up feature.

2 Pages Up

This option (Figure 36) allows you to specify how two images will be placed on a single sheet of paper:

- Left-to-right / top-to-bottom
- Right-to-left / top-to-bottom

4 & 8 Pages Up

This option allows you to specify how four or eight images will be placed on a single sheet of paper, as illustrated in Figure 37:

- Horizontally, beginning from upper left corner
- Horizontally, beginning from upper right corner
- Vertically, beginning from upper left corner
- Vertically, beginning from upper right corner



Figure 35: Multiple-Up Default screen

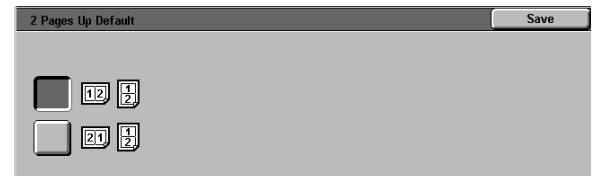


Figure 36: 2 Pages Up Default screen

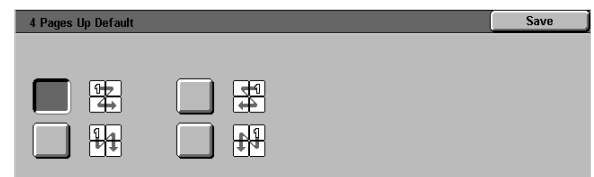


Figure 37: 4 Pages Up Default screen

Machine Set-up

Use these settings to limit the number of copy sets, disable/enable the Power Saver mode option, select desired display units, and enter network information.

1 2 3...

- 1 On the Tools screen, touch the **Machine Set-up** button to display the Machine Set-up screen, as illustrated in Figure 38.
- 2 Review the current settings for each item. To change a setting, use the up and down arrows to highlight the desired item and touch the **Change Settings** button to display the detail screen.
- 3 Perform one of the following:

- On the Copy Quantity Limit screen (Figure 39), use the numeric keypad to enter the maximum number (1—999) of copies/sets allowed.

- On the Power Saver Default screen (Figure 40), touch either the Enabled or Disabled button.

NOTE: If the Power Saver Default option is disabled, the Power Save Timeout in Machine Timeouts will not be selectable.

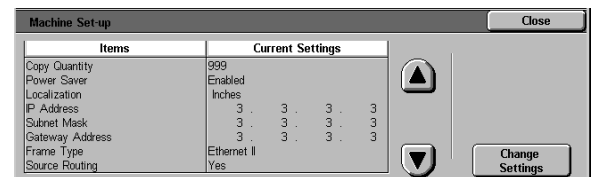


Figure 38: Machine Setup screen

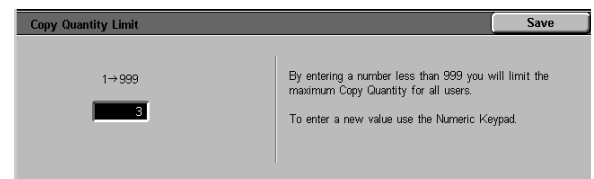


Figure 39: Copy Quantity Limit screen

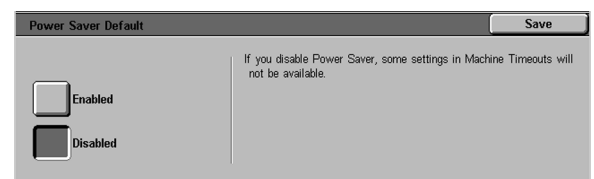


Figure 40: Power Saver Default screen

- On the Localization screen (Figure 41), touch the setting for Inches or Millimeters to indicate the desired units for display on the Touch screen.



Figure 41: Localization screen

- On the IP Address screen, Subnet Mask, and Gateway Address screens, enter the appropriate address using the numeric keypad. Enter spaces as zero.

As shown in the IP Address screen example in Figure 42, an address of 1.150.75.120 would be entered as 001.150.075.120.

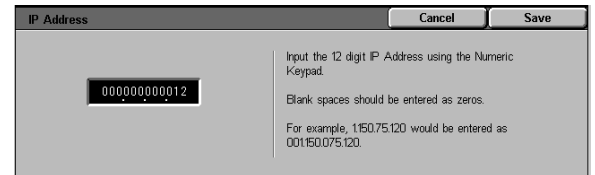


Figure 42: IP Address screen

- On the Frame Type screen (Figure 43), touch the appropriate Frame Type.

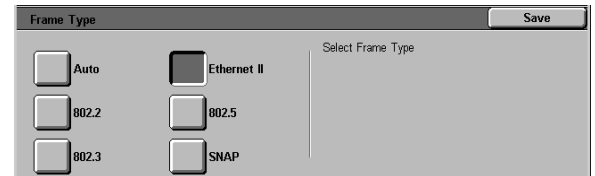


Figure 43: Frame Type screen

- On the Source Routing screen (Figure 44), touch **Yes** or **No** to indicate if source routing is taking place.

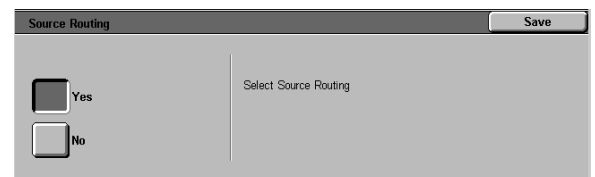


Figure 44: Source Routing screen

- 4 Touch **Save** to display the Machine Set-up screen.
- 5 Repeat steps 2 through 4 until all necessary information is entered.
- 6 Touch **Close** to display the Tools screen.

Audio Tones

You can change the Audio Tones settings for the following options:

- Selection Tone
- Conflict Tone
- Control Panel Input Tone
- Machine Ready Tone
- End of Job Tone
- Fault Tone

You can turn the Control Panel Input Tone on or off. For all other options, you can turn the tone off or set its volume to soft, normal or loud.

3

1 2 3...

1 On the Tools screen, touch the **Audio Tones** button to display the Audio Tones screen, as illustrated in Figure 45.

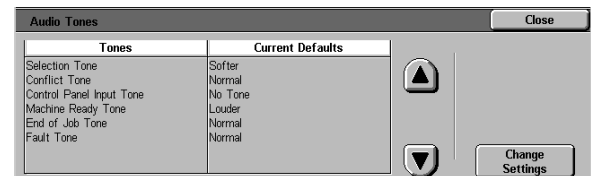


Figure 45: Audio Tones screen

2 Review the current settings for each tone. To change a setting, use the up and down arrows to highlight the desired tone and touch the **Change Settings** button to display the detail screen.

3 Perform one of the following:

- For the Control Panel Input Tone (Figure 46), touch **No Tone** or **Tone**.

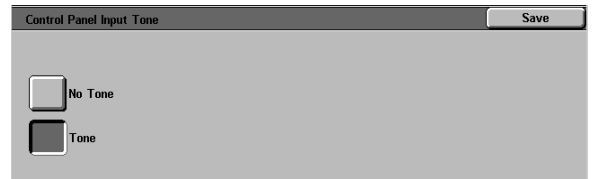


Figure 46: Control Panel Input Tone screen

- For other tones (Figure 47), touch **No Tone**, **Softer**, **Normal**, or **Louder**.



Figure 47: Sample audio tone setting screen

4 Touch **Save** to display the Audio Tones screen.

5 If necessary, repeat steps 2 through 4 for other tones.

6 Touch **Close** to display the Tools screen.

Customize Screens

The Customize Screens feature enables you to set two paper trays and two reduction/enlargement values to display on the Basic Copying tab.

1 2 3...

- 1 On the Tools screen, touch the **Customize Screens** button to display the Customize Screens screen, as illustrated in Figure 48.

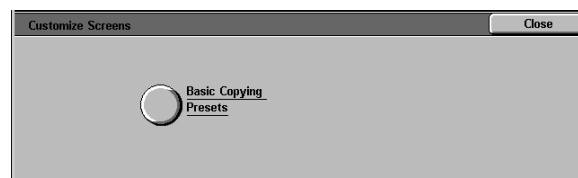


Figure 48: Customize Screens screen

3

- 2 Touch the **Basic Copying Presets** button to display the Basic Copying Presets screen, as illustrated in Figure 49.
- 3 Review the current settings. Use the up and down arrows to highlight the desired item and touch the **Change Settings** button to display the detail screen for the item.

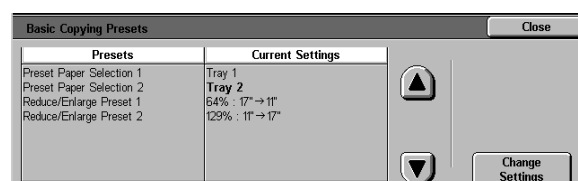


Figure 49: Basic Copying Presets screen

4 Perform one of the following:

- If you selected a Preset Paper Selection option, touch the desired tray button on the Preset Paper Selection screen (Figure 50).

The copier/printer illustration highlights your selection.

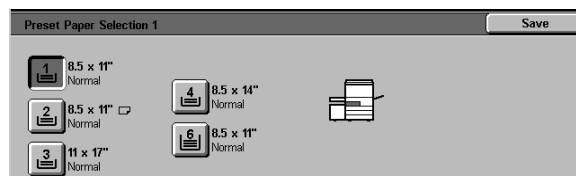


Figure 50: Preset Tray screen

- If you selected a Reduce/Enlarge Preset option, touch the desired reduction/enlargement percentage button on the Preset Reduce/Enlarge Preset screen (Figure 51).

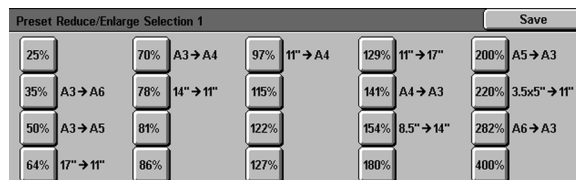


Figure 51: Preset Reduce/Enlarge Selection screen

The presets are listed in Table 2.

Reduce / Enlarge Preset Values				
25%	70% A3 to A4	97% 11" to A4	129% 11" x 17"	200% A5 to A3
35% A3 to A6	78% 14" to 11"	115%	141% A4 to A3	220% 3.5" x 5" to 11"
50% A3 to A5	81%	122% 8.5" x 11"	154% 8.5" x 11"	282% A6 to A3
64% 17" to 11"	86%	127%	180%	400%

Table 2: Reduce / Enlarge Presets

- Touch **Save** to display the Basic Copying Presets screen.
- If necessary, repeat steps 3 through 5 for another item.
- Touch **Close** to display the Customize Screens screen.
- Touch **Close** to display the Tools screen.

System Image Quality

This feature enables you to control a number of system image quality options.

With the Image Recognition screen, you can adjust the following options:

- **Text & Photo Recognition** for text and photo separation levels
- **Auto Color Recognition** for black/white and color separation levels
- **Text & Photo Balance** to lower or raise levels of density, optimizing text or photo settings
- **Screening Adjustment** to apply settings to both copy and print modes, copy mode only, or to disable this option

With the Auto Screening Adjust screen, you can select the following Calibration options:

- **Halftone Screen** to indicate the level of detail/ resolution to use, ranging from halftones (200 line screen) to photographs (200 dpi) to prints (150 dpi).
- **Print Test Original** to produce a Print Test Original and enter the adjustment mode.
- **Adjustment Completed** to print a final test after the adjustment process is completed.

NOTE: Prior to using the Auto Screening Adjust feature to calibrate your copier/printer, you must set the Image Recognition setting to Apply to Copies only.



Adjusting Image Recognition settings

1 2 3...

1 On the Tools screen, touch the **System Image Quality** button to display the System Image Quality screen, as illustrated in Figure 52.



Figure 52: System Image Quality screen

2 Touch the **Image Recognition** button to display the Image Recognition screen, as illustrated in Figure 53.

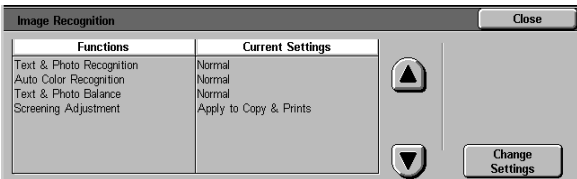


Figure 53: Image Recognition screen

3 Review the current settings for each item. To change a setting, use the **up** and **down arrows** to highlight the desired item and touch the **Change Settings** button to display the image quality detail screen.

- **Text & Photo Recognition** enhances image quality by favoring either a stronger text bias or a stronger photo bias.
- **Auto Color Recognition** favors detecting either color or black and white.
- **Text & Photo Balance** lowers or increases the level of density to optimize printing for text or photo.
- **Screening Adjustment** enables the settings to be applied to copies and prints, copies only or to be disabled. Set this option to **Apply to Copies only** before calibrating the copier.

4 Perform one of the following:

- Touch the box that indicates the appropriate image quality level setting for Text & Photo, as illustrated in Figure 54.

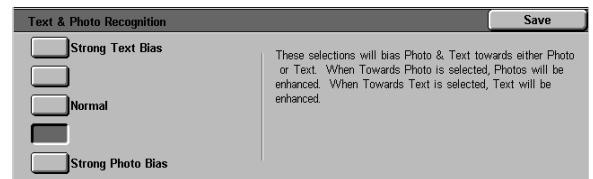


Figure 54: Text & Photo settings

- Touch the box that indicates the appropriate image quality level setting for Auto Color Recognition, as illustrated in Figure 55.

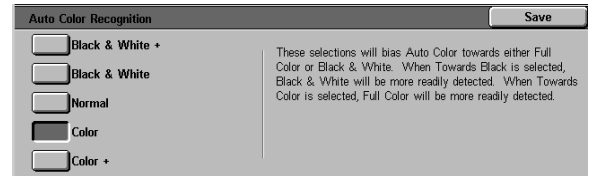


Figure 55: Color Recognition settings

- Touch the box that indicates the appropriate image quality level setting for Text & Photo Balance, as illustrated in Figure 56.

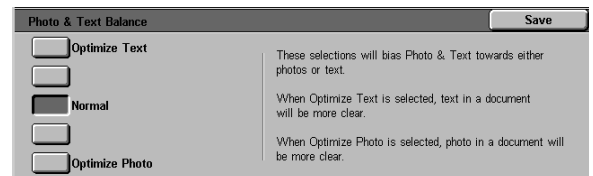


Figure 56: Text & Photo settings

- For Screening Adjustment, touch the box that indicates the appropriate application for the adjustment, as illustrated in Figure 57.

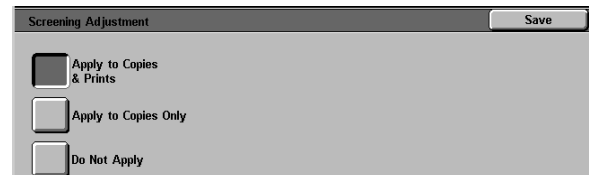


Figure 57: Screening Adjustment screen

- 5 Touch **Save** to display the Image Recognition screen.
- 6 If necessary, repeat steps 2 through 5 for other image recognition items.
- 7 Touch **Close** to display the System Image Quality screen.
- 8 Touch **Close** to display the Tools screen.

Auto Screening Adjust (Calibration)

1 2 3...

1 On the Tools screen, touch the **System Image Quality** button to display the System Image Quality screen.

2 Touch the **Auto Screening Adjust** button to display the Auto Screening Adjust screen, as illustrated in Figure 58.



NOTE: If Image Recognition Screening Adjustment setting is set to **Do Not Apply**, you will be unable to calibrate using Auto Screening Adjust.

3 Touch Print Test Original and examine the output.



NOTE: Test originals are printed from Paper Tray 5. The original prints on 8.5"x 11" or A4 paper. For best results, use Xerox Color Xpressions or ColoTech + paper.

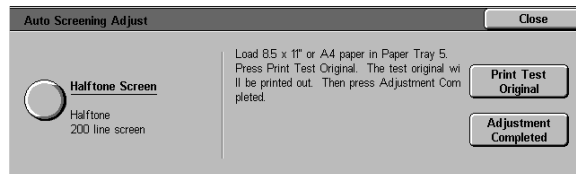


Figure 58: Auto Screening Adjust screen

3

4 Examine the output and perform one of the following:

- Touch the **Halftone Screen** button to access the Halftone Screen, as illustrated in Figure 59.

Touch the appropriate setting and touch **Save** to return to the Auto Screening Adjust screen. The Halftone screen options affect specific Original Types and Photo Types:

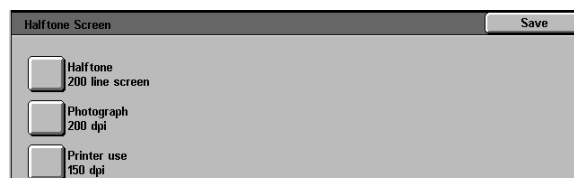


Figure 59: Halftone screen

- **Halftone - 200 line screen** (a rotated line screen) calibration affects the following modes:

Original Type	Photo Type
Photo & Text	Halftone
Photo & Text	Xerographic Copy
Photo	Halftone
Photo	Xerographic Copy

Table 3: Halftone - 200 line screen

- **Photograph - 200 dpi** (a clustered dot screen) calibration affects the following modes:

Original Type	Photo Type
Photo & Text	Photograph
Photo	Photograph

Table 4: Photograph - 200 dpi

- **Printer use - 150 dpi** is used when Auto Screening Adjust is applied to Copies only. The Document Center ColorSeries 50 has its own calibration procedure. Refer to the *Document Center ColorSeries 50 Printer User Guide* for more information about calibrating the printer.

- Touch **Print Test Original** to print a sample of the settings.

Follow the directions on the Touch Screen to print the test original and enable the adjustment.

- 5 Place the test original on the document glass with the magenta or “red” boxes against the left side of the Document Glass face down. Place five blank white sheets on top of the test original and touch **Start Adjustment**.

These instructions are displayed on the Touch Screen.

- 6 Once the second original has been printed and you are satisfied with the quality, touch **Adjustment Completed** to indicate the calibration process has successfully completed.

You may repeat the process if you are dissatisfied with the image quality of the second original.

- 7 Touch **Close** to display the System Image Quality screen.

- 8 Touch **Close** to display the Tools screen.

Machine Timeouts

The Machine Timeouts feature allows you to change the length of time the copier/printer waits before returning to the default settings after a job is complete or only partially programmed, entering Power Saver mode, powering off, or exiting System Administration mode. You may also disable or enable a timeout option through the Timeouts feature screens.

These screens do not have a **Save** button. When you Close the screen, settings are automatically saved. To change settings, access the appropriate screen and change the settings.

The machine timeouts and settings are described in Table 5.

3

Machine Timeout	Description	Setting
Job Completion	This sets the time for job completion until the machine returns all selections to the default.	1 - 59 seconds 1 - 10 minutes
Job Program Incomplete	This sets the time for job program incomplete until the machine returns all selections to the default.	1 - 59 seconds 1 - 10 minutes
Low Power	This sets the time for job completion or last selection until the machine enters low power mode.	1 - 240 minutes
Power Saver	This sets the time from the last selection until the machine enters power saver mode.	1 - 240 minutes
Auditron Administration / Tools Mode Timeout	This sets the time from last selection until the Auditron Administrator or Tools Mode is exited.	10 - 60 minutes Timeout Disabled
Network Controller	This sets the time for job timeout until the machine discontinues access through the Network Controller.	1 - 59 seconds 10 - 60 minutes Timeout Disabled (Recommended: 15 second)
Network Controller Job Complete	This sets the time from job completion until the machine discontinues access through the Network Controller.	1 - 59 seconds 10 - 60 minutes Timeout Disabled (Recommended: 15 second)

Table 5: Machine Timeouts

- 1 On the Tools screen, touch the **Machine Timeouts** button to display the Timeouts screen, as illustrated in Figure 60.
- 2 Review the current settings for each tone. To change a setting, use the up and down arrows to highlight the desired item and touch the **Change Settings** button to display the detail screen.

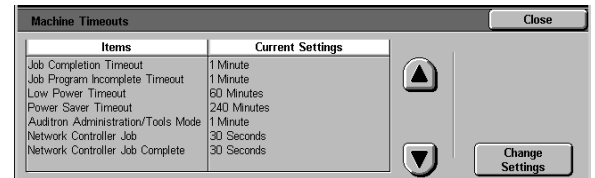


Figure 60: Timeouts screen

3 Perform one of the following:

- Use the **up** and **down** arrows (Figure 61) to increase or decrease the desired time before returning to the default settings after a job is complete or only partially programmed, entering Low Power mode, powering off, or exiting System Administration mode. Be sure to stay within the stated minimum and maximum times.

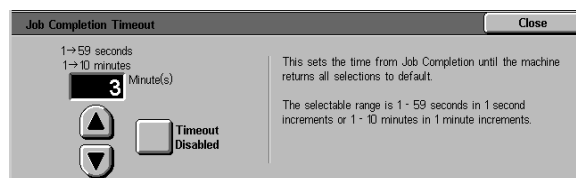


Figure 61: Sample timeout setting screen

- Touch the **Timeout Disabled** button to prevent the machine from timing out.

NOTE: The disable option is not available on the Low Power Timeout or Auto Power Off screen. If the copier/printer is not used for over four hours (default setting), it must enter Low Power mode.

To re-enable an option that was previously disabled, use the up arrow to set a new time.

- 4 Touch **Close** to save the settings and display the Timeouts screen.

- 5 If necessary, repeat steps 2 through 4 for other timeout settings.

- 6 Touch **Close** to display the Tools screen.



Reduce/Enlarge Defaults

Selecting values on the Reduce / Enlarge Presets screen enables you to specify six standard reduction/enlargement percentages to display as defaults on the Reduce/Enlarge screen. Reduce / Enlarge Fine Adjust enables adjustments to the length and width.

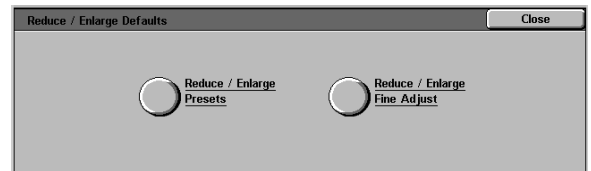


Figure 62: Feature Defaults - Reduce / Enlarge buttons

1 2 3...

- 1 On the Tools screen, touch the **Reduce/Enlarge Defaults** button to display the Reduce/Enlarge Presets screen, as illustrated in Figure 63.
- 2 Review the current settings for each item. To change a setting, use the up and down arrows to highlight the desired item and touch the **Change Settings** button to display the preset reduction/enlargement detail screen.

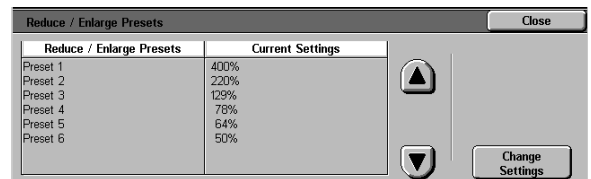


Figure 63: Reduce/Enlarge Presets screen

3

- 3 Touch the button with the desired reduction/enlargement percentage, as illustrated in Figure 64.

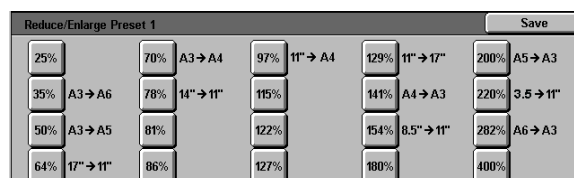


Figure 64: Sample Preset screen

- 4 Touch **Save** to display the Reduce/Enlarge Presets screen.
- 5 If necessary, repeat steps 2 through 4 for other reduction/enlargement items.
- 6 Touch **Close** to display the Tools screen.

The presets are listed in Table 6.

Reduce / Enlarge Preset Values				
25%	70% A3 to A4	97% 11 to A4"	129% 11" x 17	200% A5 to A3
35% A3 to A6	78% 14" to 11"	115%	141% A4 to A3	220% 3.5" to 11"
50% A3 to A5	81%	122%	154% 8.5 x 11"	282% A6 to A3
64% 17" to 11"	86%	127%	180%	400%

Table 6: Reduce / Enlarge Presets

Reduce / Enlarge Fine Adjust

The **Reduce / Enlarge Fine Adjust** button, shown in Figure 65, enables small adjustments to the length and width of an original. It affects the 100% Reduce/Enlarge option by making the copy slightly smaller or larger than the original.

Adjustments made using this tool allow you to more closely define output when used with the Repeat Image and Multiple Up features.

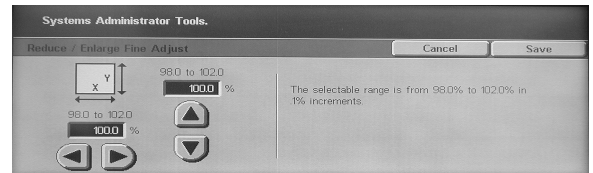


Figure 65: Fine Adjust options



KEY POINT: Setting this as your default affects all copies printed.

3

1 2 3...

- 1 Touch the **Reduce / Enlarge Fine Adjust** button and the **Reduce / Enlarge Fine Adjust** screen will be displayed.
- 2 Make your selections.
- 3 Touch **Save** and exit **Tools** mode.

Change Tools Access Number

Access numbers (sometimes called passwords) are used to ensure that unauthorized individuals do not have access to System Administration Tools. For maximum security, set your Access Number to a number other than the default (11111), and change it periodically (for example, quarterly).



KEY POINT: In choosing a new access number, avoid known values such as birthdates or phone numbers, simple combinations, or five repeated numbers.

KEY POINT: If you forget your access number, a Service Technician will be required to reset it to the default setting.

3

1 2 3...

- 1 On the Tools screen, touch the **Change Tools Access Number** button to display the Change Tools Access Number screen, as illustrated in Figure 66.
- 2 Enter a value from the numeric keypad in the New Number box. Touch the **Enter** button.
- 3 Enter the same number in the Confirm New Number box. Touch the **Enter** button.
- 4 Touch **Close** to display the Tools screen.



NOTE: If you make a mistake in entering a value, touch the **Clear** button, retype the number and touch the **Enter** button again.

Figure 66: Change Tools Access Number screen

Original Size Presets

Selecting values on the Original Size Presets screen enables you to specify eleven sizes to display to users as preset defaults on the Original Size screen.

1 2 3...

- 1
- On the Tools screen, touch the **Original Size Presets** button to display the Original Size Presets screen, as illustrated in Figure 67.
- 2
- Review the current settings for each preset item.



NOTE: There are two Original Size Presets screens. Check both to set or change all options.

To display additional original size items, touch the **Next Page** or **Previous Page** button or use the arrows to move to the next screen.

To change a setting, use the up and down arrows to highlight the desired item and touch the **Change Settings** button to display the original size detail screen.

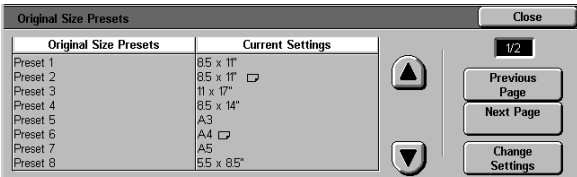


Figure 67: Original Size Presets screen (page 1)

3

3

Perform one of the following:

- Touch the **International Sizes** button and touch one of the displayed international sizes (Figure 68)
- Touch the **Inch Sizes** button and touch one of the standard US sizes (Figure 69)
- Touch the **Variable Size** button. Use the **right** and **left** arrows to set the X dimensions and the **up** and **down** arrows to set the Y dimensions for a customized preset original document size. (Figure 70)

4

Touch **Save** to display the Original Size Presets screen.

5

If necessary, repeat steps 2 through 4 for other original size items.

6

Touch **Close** to display the Tools screen.

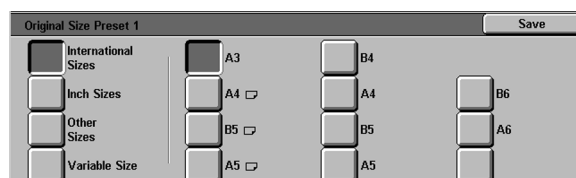


Figure 68: Original Size Presets screen (with International Sizes option selected)

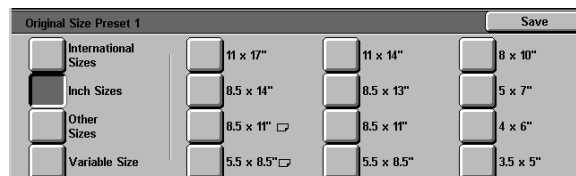


Figure 69: Original Size Presets screen (with Inch Sizes option selected)

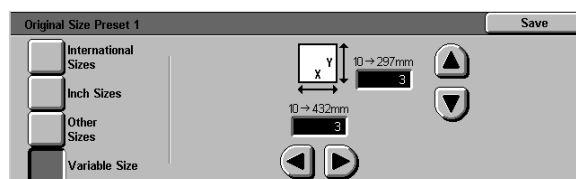


Figure 70: Original Size Presets screen (with Variable Size option selected)

4. Maintenance

Overview

Some areas of the copier/printer require periodic cleaning or consumable supply replacement to keep it operating reliably.

This chapter specifies the areas of the copier/printer that require customer maintenance and provides procedures for maintaining those areas.

Refer all problems that cannot be solved by the operator to the Xerox Service Representative. Use the procedure, "Calling For Service," in this chapter when it becomes necessary to request a service call.

The procedures for ordering the supplies for the copier/printer and a list of the supplies are also included at the end of the chapter.

Cleaning the Touch Screen

Clean the Touch Screen before the warm up cycle at the start of each day. Remove all dust and fingerprints.

1 2 3...

Wipe the Touch Screen with a clean, lint-free cloth, as illustrated in Figure 1.



CAUTION: To avoid damage to the Touch Screen, do not use any Xerox or Xerox Europe cleaner, water, or any commercial cleaner on the Touch Screen or on the hard button Control Panel.



Figure 1: Cleaning the Touch Screen

4

Cleaning the Document Glass

Keep the Document Glass clean to ensure clean copies and acceptable copy quality.

Clean the Document Glass at the beginning of the day and during the day, as needed.

1 2 3...

- 1 Slightly dampen a clean lint-free cloth (Figure 2) with a small amount of Xerox or Xerox Europe Lens and Mirror Cleaner or a glass cleaner that is not abrasive.



CAUTION: To avoid damage to the copier/printer, do not pour or spray the cleaner directly onto the Document Glass.

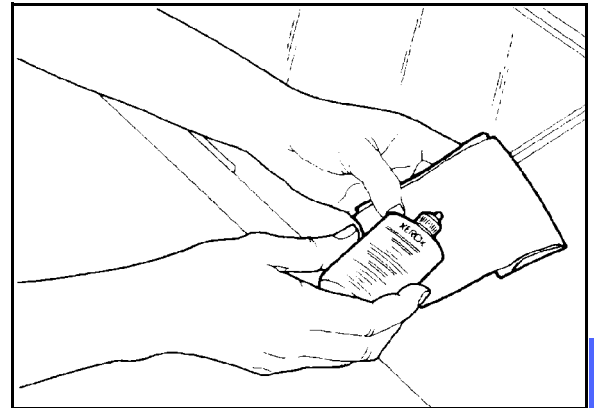


Figure 2: Dampening a lint-free cloth

- 2 Clean the Document Glass by wiping the glass in the lengthwise direction, as illustrated in Figure 3. Keep your fingers off the glass.
- 3 Use a clean, dry, lint-free cloth to wipe off any excess moisture.
- 4 Repeat these steps, as required, until the Document Glass has no visible marks or streaks.

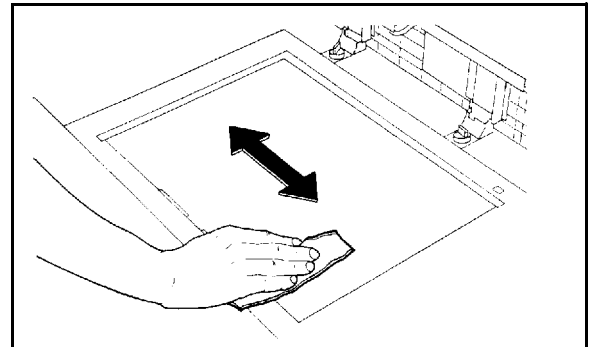


Figure 3: Cleaning the Document Glass

4

Cleaning the Document Glass Cover



KEY POINT: Perform this procedure only if you have a Document Glass Cover. Do not clean the belt on the Duplex Automatic Document Feeder.

1 2 3...

- 1 Lift the Document Glass Cover.
- 2 Slightly dampen a clean, lint-free cloth with a small amount of Film Remover.
- 3 Wipe the underside of the Document Glass Cover until it is clean and dry, as illustrated in Figure 4.

If Film Remover gets on the Document Glass, perform the procedure for cleaning the Document Glass.

- 4 Close the Document Glass Cover.

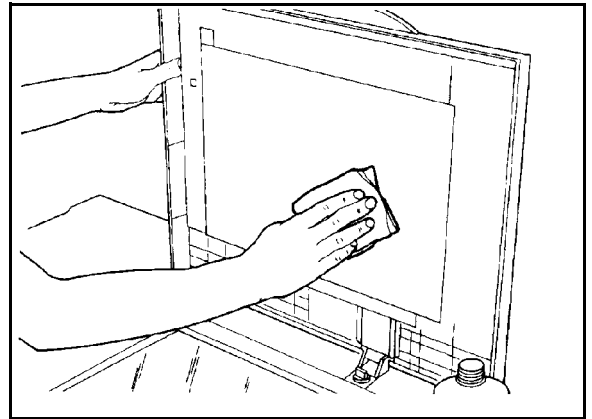


Figure 4: Cleaning the Document Glass Cover

4



KEY POINT: Periodically inspect the Document Glass Cover for foreign materials to keep the surface clean at all times. Any white, foreign substance on the surface of the cushion may cause the copier/printer to incorrectly calculate the actual document size or its position, which might result in an unsatisfactory copy.

Supply replacement

Replacing the Dry Ink Cartridge

When a message is displayed to replace a Dry Ink Cartridge (Figure 5), follow the instructions provided here in addition to those on the labels surrounding the cartridges and affixed to the copier/printer.



CAUTION: To prevent dry ink spillage, remove the Dry Ink Cartridge only when the "Cartridge is Empty" message appears on the Touch Screen.



NOTE: The Dry Ink "Please replace dry ink" message indicates the consumable should be replaced. When this message is displayed on a machine used primarily for general office or text documents, fewer than 1500 copies can usually be made prior to replacement. When the message is displayed on a machine used primarily for graphics, fewer than 1000 copies can be made prior to replacement.



NOTE: When a Dry Ink low condition is displayed on the screen, the color that is low will be shown. If additional Dry Ink low conditions occur, a more generic message is displayed on the screen. To determine which Dry Ink cartridges should be replaced, access Administration mode and select the **Consumables** button.

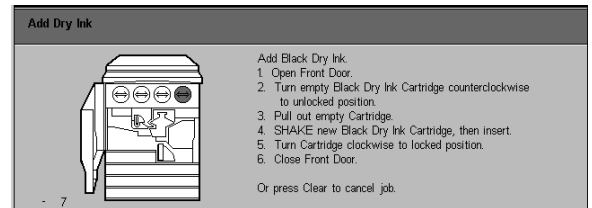


Figure 5: Add Dry Ink message

1 2 3...

- 1 Open the Front Door of the copier/printer and locate the Dry Ink Cartridges, as illustrated in Figure 6. From left to right the Dry Ink Cartridge colors are Cyan, Magenta, Yellow, and Black.
- 2 Place a few sheets of paper on the floor under the Dry Ink Cartridge to catch any dry ink that may spill.

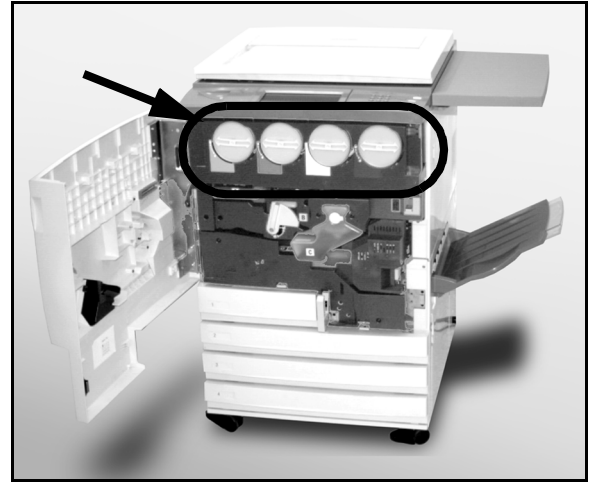


Figure 6: Locating the Dry Ink Cartridge

4

- 3** Remove the empty cartridge by rotating it counterclockwise until the arrow on the cartridge is aligned with the open padlock on the copier/printer in the position illustrated in Figure 7.

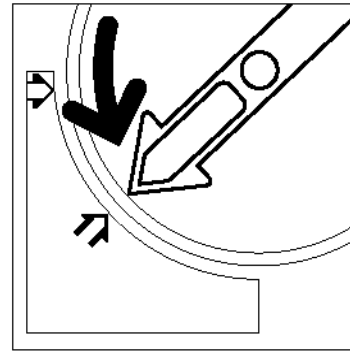


Figure 7: Rotating the Dry Ink Cartridge

- 4** Pull the cartridge completely out of the copier/printer, as illustrated in Figure 8. Dispose of the cartridge according to local regulations.

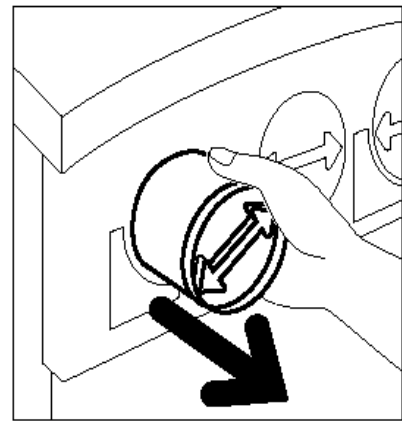


Figure 8: Pulling the Cartridge out of the copier/printer

- 5** Remove the new cartridge from the box.

- 6** Shake the cartridge from side to side, as illustrated in Figure 9.

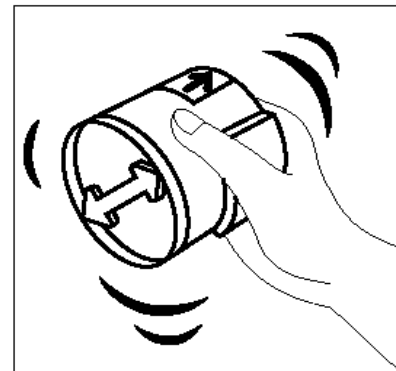


Figure 9: Shaking the Cartridge

- 7** Align the arrow on the cartridge with the raised arrow at the top of the opening, and slide the cartridge into the copier/printer, as illustrated in Figure 10.

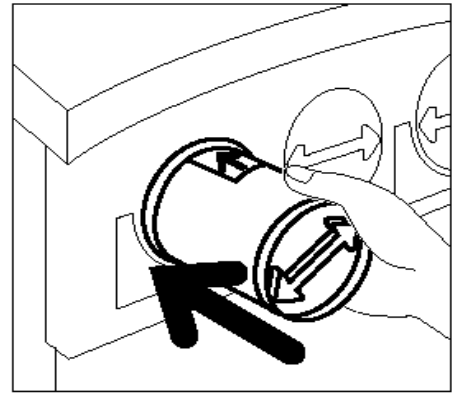


Figure 10: Aligning the Cartridge arrow and sliding the Cartridge into the copier/printer

- 8** Rotate the cartridge clockwise until the arrow on the cartridge is aligned with the closed padlock on the copier/printer and the arrows on the cartridge are horizontal, as illustrated in Figure 11.

- 9** Close the Front Door of the copier/printer.

- 10** Remove the sheets of paper on the floor under the Dry Ink Cartridge, and dispose of the sheets according to local regulations.

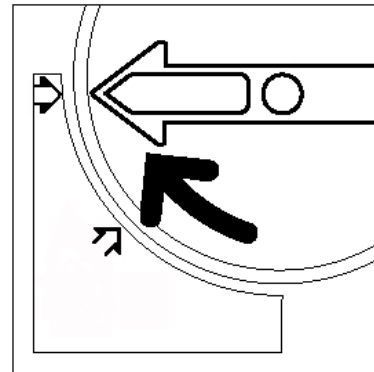


Figure 11: Rotating and securing the Cartridge



CAUTION: Do not use warm or hot water, or cleaning solvents, to remove dry ink from your skin or clothing. This will set the dry ink and make it difficult to remove. If any dry ink gets on your skin or clothing, use a brush to remove the dry ink, blow it off, or wash it off with cold water and mild soap.

CAUTION: If more than one Dry Ink Cartridge needs to be replaced at the same time, be careful to place the new cartridges in their correct color locations.

Replacing the Dry Ink Waste Container

When a message is displayed to replace a Dry Ink Waste Container (Figure 12), follow the instructions provided on this page in addition to those on the labels surrounding the Dry Ink Waste Container and affixed to the copier/printer.



CAUTION: To prevent spilling dry ink, remove the Dry Ink Waste Container only when the "Dry Ink Waste Container is Full" message appears on the Touch Screen.

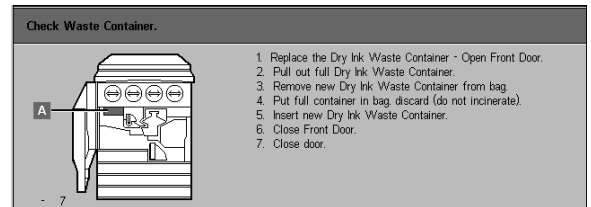


Figure 12: Dry Ink Waste Container message

1 2 3...

- 1 Open the Front Door of the copier/printer.
- 2 Place a few sheets of paper on the floor under the Dry Ink Waste Container to catch any dry ink that may spill.
- 3 Locate the Waste Container (area A in Figure 13) in the upper left of the printer/copier.

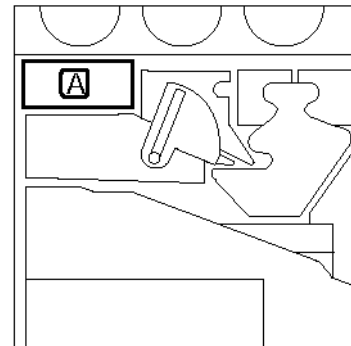


Figure 13: Locating the old Dry Ink Waste Container

4

- 4** Grasp the Dry Ink Waste Container with your right hand, as illustrated in Figure 14, and pull the Dry Ink Waste Container completely out of the copier/printer.

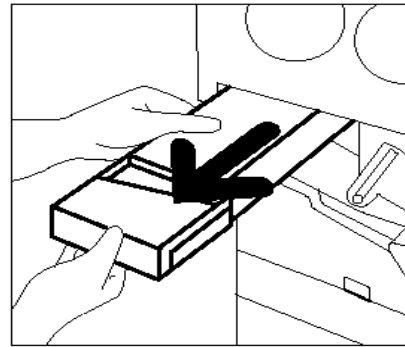


Figure 14: Removing the old Dry Ink Waste Container

- 5** Place the Dry Ink Waste Container in a plastic bag, as illustrated in Figure 15, and dispose of the used container according to local regulations.

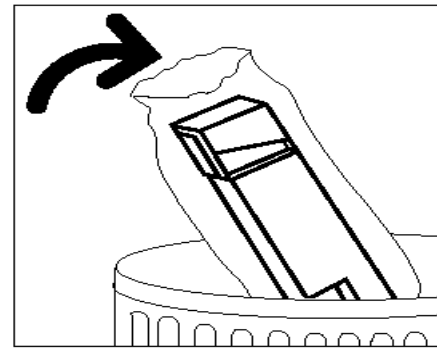


Figure 15: Disposing of the old Dry Ink Waste Container

- 6** Remove the new Dry Ink Waste Container from the box and bag, as illustrated in Figure 16.

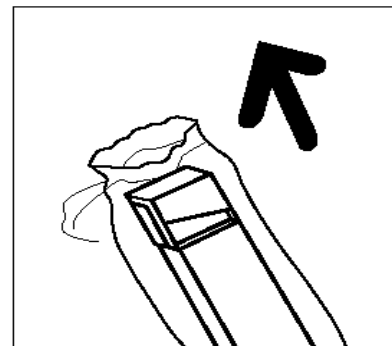


Figure 16: Removing the new Dry Ink Waste Container from the bag

- 7 Align the new Dry Ink Waste Container with the arrow on the copier/printer, and slide the Dry Ink Waste Container into the copier/printer, as illustrated in Figure 17.
- 8 Close the Front Door of the copier/printer.
- 9 Remove the sheets of paper on the floor under the Dry Ink Waste Container, and dispose of the sheets according to local regulations.



CAUTION: Do not use warm or hot water, or cleaning solvents, to remove dry ink from your skin or clothing. This will set the dry ink and make it difficult to remove. If any dry ink gets on your skin or clothing, use a brush to remove the dry ink, blow it off, or wash it off with cold water and mild soap.

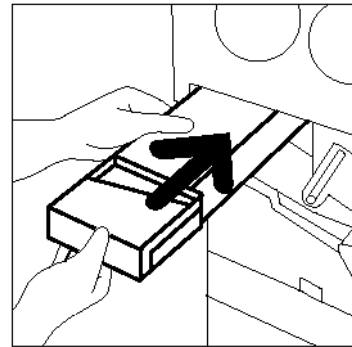


Figure 17: Inserting the new Dry Ink Waste Container

Replacing the Developer Waste Container

When a message is displayed to replace a Developer Waste Container, also known as the Trickle Bottle, follow the instructions provided on this page in addition to those on the labels surrounding the Developer Waste Container and affixed to the copier/printer.



CAUTION: To prevent developer spillage, remove the Developer Waste Container only when the "Developer Waste Container is Full" message appears on the Touch Screen.

1 2 3...

- 1 Open the Front Door of the copier/printer.
- 2 Place a few sheets of paper on the floor under the Developer Waste Container to catch any developer that may spill.
- 3 Locate the Developer Waste container (area C in Figure 18).

4

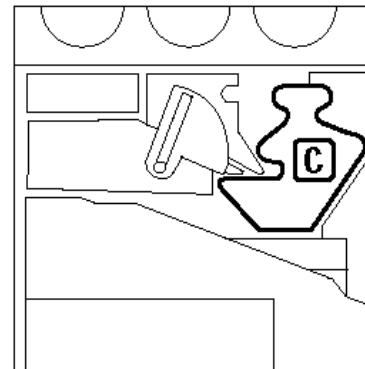


Figure 18: Locating the old Developer Waste Container

- 4** Grasp the Developer Waste Container with your right hand. Pull the Developer Waste Container completely out of the copier/printer, as illustrated in Figure 19.

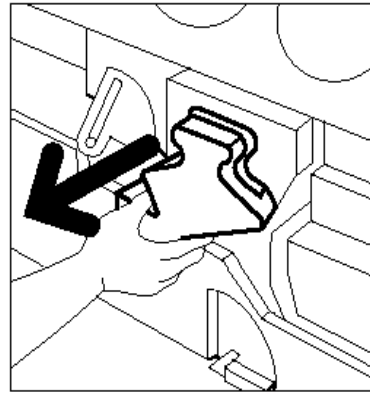


Figure 19: Removing the old Developer Waste Container

- 5** Remove the gold cap from the front of the used Developer Waste Container, as illustrated in Figure 20.

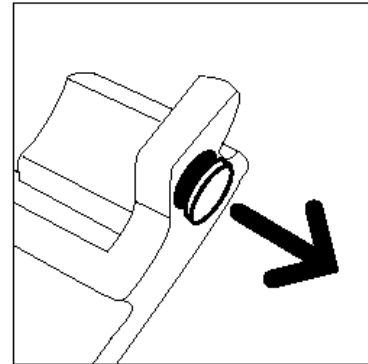


Figure 20: Removing the cap

- 6** Securely push the gold cap over the opening on the back of the waste container, as illustrated in Figure 21, to prevent developer beads from spilling out.

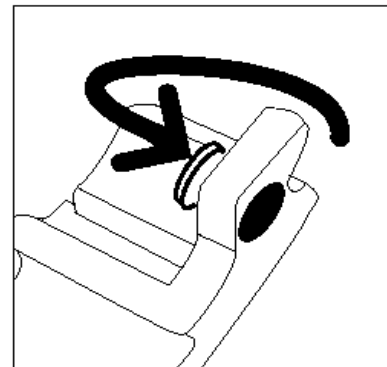


Figure 21: Placing the cap on the waste container

- 7** Place the used Developer Waste Container in a plastic bag, as illustrated in Figure 22, and dispose of it according to local regulations.

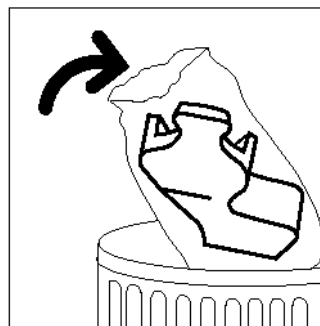


Figure 22: Disposing of the used Developer Waste Container

- 8** Remove the new Developer Ink Waste Container from the box and bag, as illustrated in Figure 23.

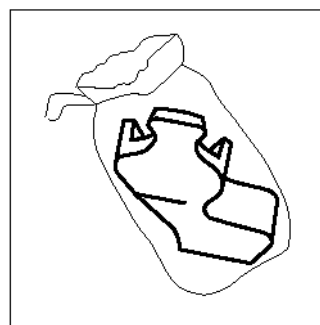


Figure 23: Removing the new container from the bag

- 9** Align the new Developer Waste Container with the arrow on the copier/printer, then slide the Developer Waste Container into the copier/printer, as illustrated in Figure 24.

- 10** Close the Front Door of the copier/printer.

- 11** Remove the sheets of paper on the floor under the Developer Waste Container and dispose of the sheets according to local regulations.

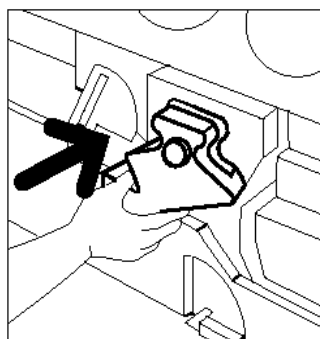


Figure 24: Inserting the new Developer Waste Container

Replacing the Fuser Oil Cartridge

When a message is displayed to replace the Fuser Oil, follow the instructions provided on this page in addition to those on the labels surrounding the Fuser Oil area (Figure 25) and affixed to the copier/printer.



WARNING: The fuser can be very hot. To avoid personal injury, do not touch any component other than those indicated in the following procedure.



CAUTION: Fuser oil can be slippery. If any fuser oil is spilled on the floor, thoroughly clean the area.



WARNING: Do not place the fuser oil cartridge on the copier/printer. If any fuser oil is spilled on the copier/printer, thoroughly clean it.

WARNING: Fuser oil may cause irritation to your eyes. Thoroughly wash your hands with soap and water after handling the fuser oil cartridge.

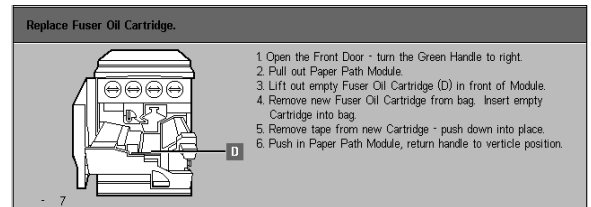


Figure 25: Check the Fuser Oil message

1 2 3...

- 1 Open the Front Door of the copier/printer.
- 2 Place a few sheets of paper on the floor to catch any fuser oil that may spill.
- 3 Rotate the green handle clockwise, to the down position.

4

- 4** Grasp the Paper Path Module and firmly pull the module out of the copier/printer until it is fully open, as illustrated in Figure 26.

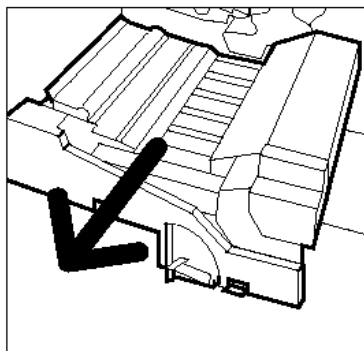


Figure 26: Pulling out the Paper Path Module

- 5** Locate the Fuser Oil Cartridge in the front of the Paper Path Module (area D).
- 6** Lift the Fuser Oil Cartridge straight up off the module, as illustrated in Figure 27. Hold it steady in this position until any excess oil has dripped off the cartridge and into the fuser oil reservoir. Hold a sheet of paper under the bottle nozzle to catch any drips while removing the cartridge from the machine.

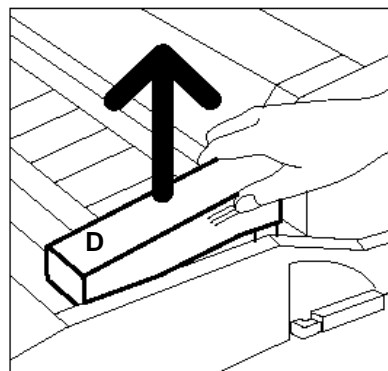


Figure 27: Removing the old Fuser Oil Cartridge (D)



WARNING: Do not place the fuser oil cartridge on the copier/printer. If any fuser oil is spilled on the copier/printer, thoroughly clean the copier/printer.

7

Place the old cartridge in a plastic bag, as illustrated in Figure 28, and dispose of it according to local regulations.

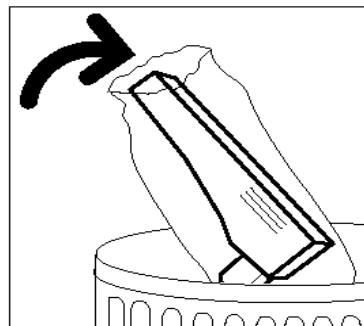


Figure 28: Disposing of the old cartridge

8

Remove the new cartridge from the box and bag, as illustrated in Figure 29.

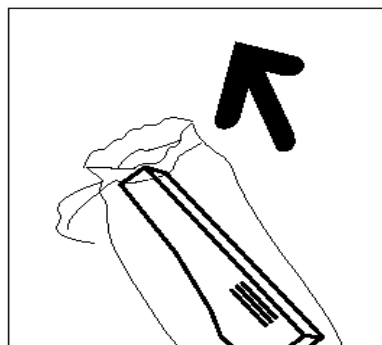


Figure 29: Removing the new cartridge from the box and bag

- 9** Remove the cap at the end of the Fuser Oil Cartridge, as illustrated in Figure 30.

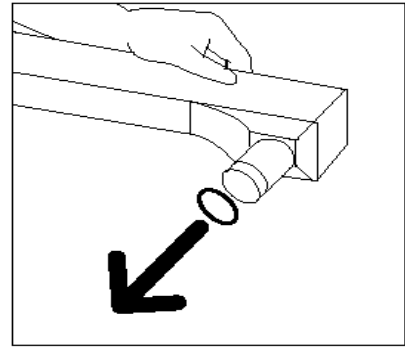


Figure 30: Removing the Fuser Oil Cartridge Cap

- 10** Align the cartridge in the proper position on the Paper Path Module. Press it carefully into place, as illustrated in Figure 31.

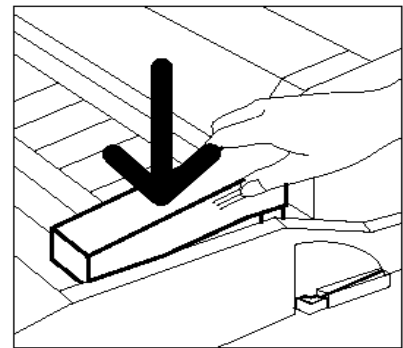


Figure 31: Installing the Fuser Oil Cartridge

- 11** Grasp the Paper Path Module and firmly push the module into the copier/printer.

- 12 Rotate the Paper Path Module Handle counterclockwise, to the up position, until it locks into position.
- 13 Close the Front Door of the copier/printer.
- 14 Remove the sheets of paper on the floor under the Paper Path Module and dispose of the sheets according to local regulations.



CAUTION: Fuser oil can be slippery. If any fuser oil has been spilled on the floor, thoroughly clean the area.



WARNING: Do not place the fuser oil cartridge on the copier/printer. If any fuser oil is spilled on the copier/printer, thoroughly clean the copier/printer.

WARNING: Fuser oil may cause irritation to your eyes. Thoroughly wash your hands with soap and water after handling the fuser oil cartridge.

Replacing the Cleaning Web

When a message is displayed to replace the Cleaning Web (Figure 32), follow the instructions provided on this page in addition to those on the labels near the Cleaning Web affixed to the copier/printer.

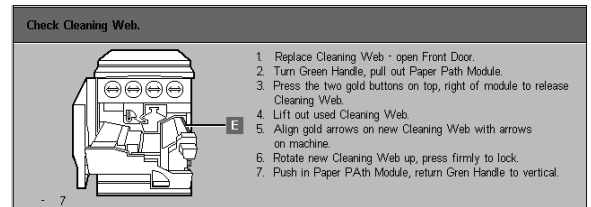


Figure 32: Check the Cleaning Web message



WARNING: The fuser can be very hot. To avoid personal injury, do not touch any components other than those indicated in the following procedure.

1 2 3...

4

- 1 Open the Front Door of the copier/printer.
- 2 Rotate the Paper Path Module Handle clockwise, to the down position.
- 3 Pull the Paper Path Module out of the copier/printer until it is fully open, as illustrated in Figure 33.

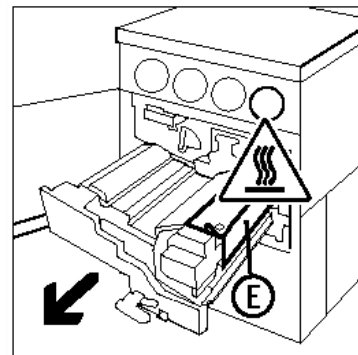


Figure 33: Pulling out the Paper Path Module



WARNING: The fuser can be very hot. To avoid personal injury, wait at least 20 minutes before performing the next step to allow the fuser to cool. Do not touch any component other than those indicated in the following procedure.

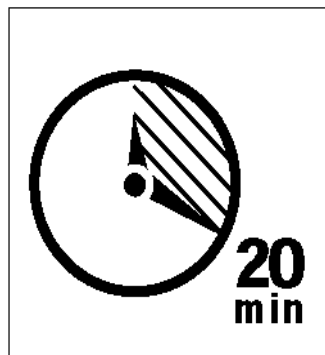


Figure 34: Allow the fuser to cool

- 4 Press down on the gold Front and Rear Release buttons on the top of the fuser assembly, as illustrated in Figure 35, to unlatch the Cleaning Web (area E). The web opens to the right of the Paper Path Module.

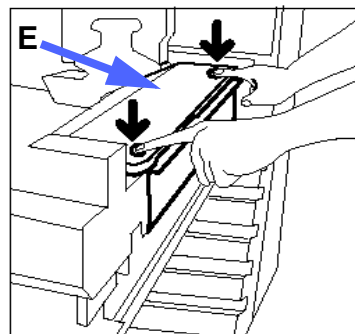


Figure 35: Unlatching the Cleaning Web

- 5 Gently push down on the Cleaning Web (E) and pull it toward the right to remove the web from the copier/printer, as illustrated in Figure 36.
- 6 Place the Cleaning Web in a bag and dispose of the web according to local regulations.

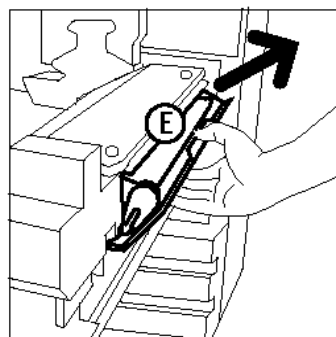


Figure 36: Removing the Cleaning Web

7 Remove the new Cleaning Web from the box.

8 Align the front and rear arrows of the new Cleaning Web with the front and rear arrows on the right side of the fuser, as illustrated in Figure 37.

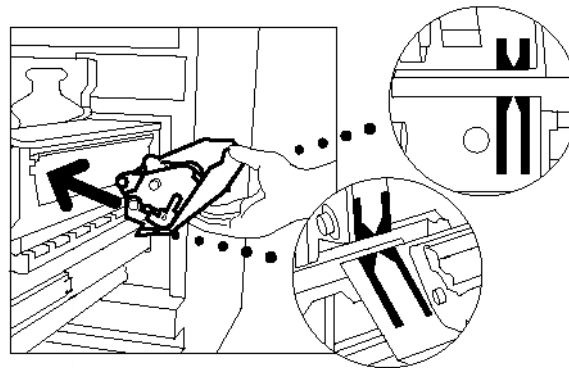


Figure 37: Aligning the new Cleaning Web

9 Rest the Cleaning Web on the black brackets and gently push the top of the new Cleaning Web into place, as illustrated in Figure 38. The Cleaning Web is in position when it stops. Press firmly to ensure that it latches.

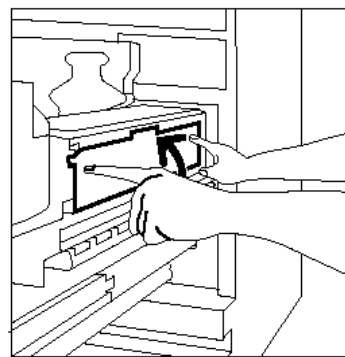


Figure 38: Replacing the new Cleaning Web

4



CAUTION: Do not force the new Cleaning Web into the fuser, or you may damage the Cleaning Web.

10 Grasp the Paper Path Module and push the module into the copier/printer.

11 Rotate the Paper Path Module handle counterclockwise, to the up position, until it is in a locked position.

12 Close the Front Door of the copier/printer.

Replacing the Copy/Print Cartridge

When a message is displayed to replace a Copy/Print Cartridge (Figure 39), follow the instructions provided on this page in addition to those on the labels surrounding the Copy/Print Cartridge and affixed to the copier/printer.



CAUTION: To prevent any damage to the new Copy/Print Cartridge, remove the Copy/Print Cartridge only when the “Replace the Copy/Print Cartridge” message appears on the Touch Screen.

CAUTION: Do not pull out the Dry Ink Waste Container when the Copy/Print Cartridge has been pulled out. Damage to the Copy/Print Cartridge may occur.

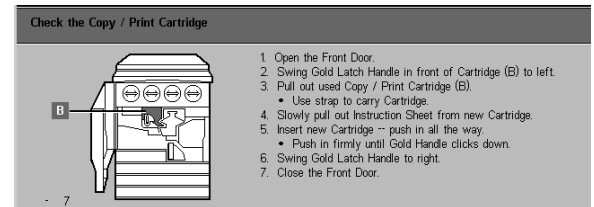


Figure 39: Replace the Copy/Print Cartridge message

1 2 3...

- 1 Open the Front Door of the copier/printer.
- 2 Rotate the Copy/Print Cartridge gold latch release (area B) counterclockwise to its unlocked position, as illustrated in Figure 40 and Figure 41.



NOTE: The “B” pictured on the release in Figure 40 is actually on the cartridge.

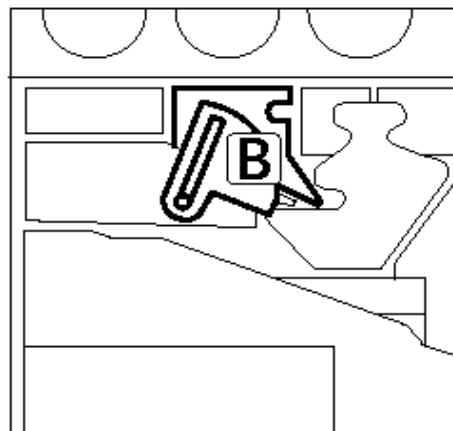


Figure 40: The gold latch release (B)

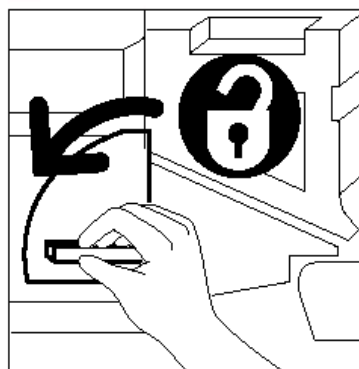


Figure 41: Unlocking the Copy/Print Cartridge

4

- 3 Grasp the Copy/Print Cartridge gold handle release with your right hand and push up to release the latch, as illustrated in Figure 42. Pull the cartridge out slowly until the strap on top of the Copy/Print Cartridge is visible.
- 4 Grasp the strap with your left hand and remove the cartridge completely out of the copier/printer, as illustrated in Figure 42.

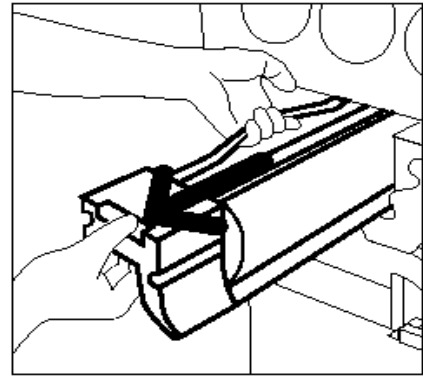


Figure 42: Removing the Copy/Print Cartridge and grasping the Strap

- 5 Remove the new Copy/Print Cartridge from the box.
- 6 Grab the tab on the Protective Instruction Sheet and pull the sheet out slowly counterclockwise from the Copy/Print Cartridge, as illustrated in Figure 43.

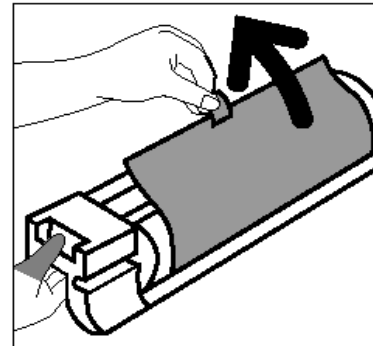


Figure 43: Removing the Protective Instruction Sheet from the Cartridge



CAUTION: To prevent any damage to the new Copy/Print Cartridge, ensure the cartridge alignment is correct before sliding it into the copier/printer.

- 7** Align the new Copy/Print Cartridge with the arrow on the copier/printer, then slide the new Copy/Print Cartridge into the copier/printer, as illustrated in Figure 44.

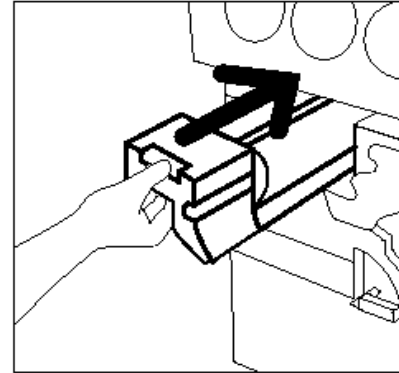


Figure 44: Inserting the new Copy/Print Cartridge

- 8** Press the new Copy/Print Cartridge in very firmly until the gold handle clicks down.

- 9** Rotate the Copy/Print Cartridge gold latch release clockwise to its locked position, as illustrated in Figure 45.

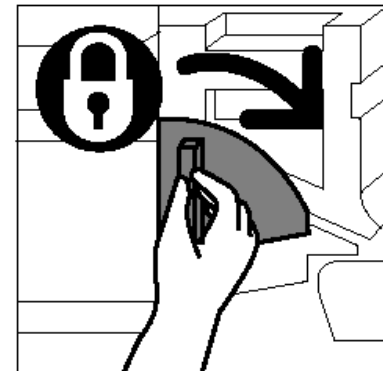


Figure 45: Locking the Copy/Print Cartridge

- 10** Close the Front Door of the copier/printer.
- 11** Place the old Copy/Print Cartridge in the box that contained the new cartridge and return it to Xerox according to the instructions on the box.

Calling for Service

There may be times when you will not be able to correct a copier/printer problem. When this happens, you should call for service.

Follow the instructions below before calling for service.

1 2 3...

- 1 Be prepared to provide a complete description of the problem to the service operator. Defining the copier/printer problem accurately may help you and the operator solve the problem over the phone and minimize copier/printer downtime. If the problem cannot be solved by telephone, a service representative will be dispatched to your copier/printer promptly.

- 2 Before you attempt to clear a fault condition, press and hold the **Stop** button to display the fault code on the screen.



NOTE: If an attempt was made to clear the fault before pressing the Stop button, the fault code will not appear.

- 3 Record the displayed Fault Codes.
- 4 Record the Machine Serial Number from the label on the inside lower left cover of the copier/printer, as illustrated in Figure 46.
- 5 If copy quality is a problem, take a copy sample to the telephone with you to help you describe the problem or to assist you when answering the questions from the service operator about the defects.
- 6 If possible, use a phone near the copier/printer to call the Service Telephone Number. Follow the instructions provided by the operator.
- 7 For applications support, user help, and service support, call the appropriate number:

USA: 1-800-821-2797 (Full Service
Maintenance Agreement customers)

USA: 1-800-828-5881
(Time and Materials customers)

Canada: 1-800-939-3769

Europe: _____

Latin America: _____

For further information, check the Xerox Web
address at:
www.xerox.com

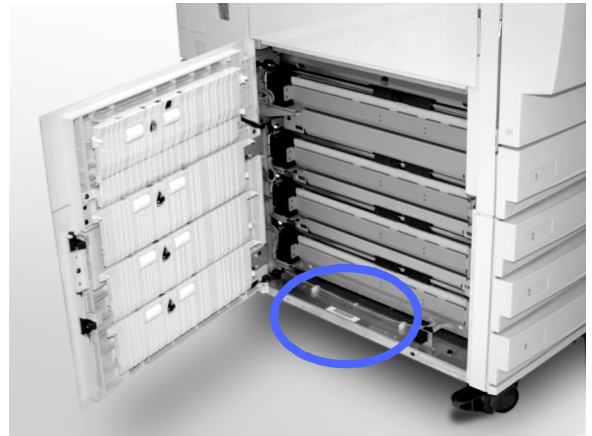


Figure 46: Machine Serial Number location

Ordering Replacement Units and supplies

Be sure to check your customer replaceable units and supplies regularly. Order replacements before you run out.

Be prepared to give the representative the following information:

- Your Xerox Customer Number (in the format X-XXX-XXX-XXXX)

- Your Model Number:
Document Centre ColorSeries 50

S/N_____

- Item description
- Quantities of items required

Customer Replaceable Units

Depending on your service contract, locate on the list below the appropriate number and call that number for customer replaceable units, such as dry ink waste containers, developer waste containers, cleaning webs, and copy/print cartridges

- USA - Time and Materials service contract
1-800-828-5881
- USA - Full Service Maintenance Agreement
service contract:
1-800-821-2797
- Canada:1-800-939-3769
- Europe:_____
- Latin America:_____

Consumable supplies

For all other supplies, such as dry ink, and regardless of the type of service contract you have, call:

- USA 1-800-822-2200
- Canada (English) 1-800-668-0199
- Canada (French) 1-800-668-0133
- Europe: _____
- Latin America: _____

Supplies to keep on hand

Refer to the following table for a list of the supplies you should keep on hand and the part numbers for each item.

Supply Items	USA	Xerox Canada	Xerox Europe
Lens and Mirror Cleaner	43P81	43P81	8R9017B
Lint Free Cloth	19P3025	19P3025	19P3025
Film Remover	43P45	43P45	8R90176
Dry Ink, Black	6R945	6R945	6R90280
Dry Ink, Cyan	6R946	6R946	6R90281
Dry Ink, Magenta	6R947	6R947	6R90282
Dry Ink, Yellow	6R948	6R948	6R90283
Fuser Oil Cartridge	8R7975	8R7975	8R7982
Dry Ink Waste Container	8R7976	8R7976	8R7983
Developer Waste Container	8R7977	8R7977	8R7984
Cleaning Web	8R7980	8R7980	8R7985
Copy/Print Cartridge (FSMA)	13R557	13R557	13R559
Copy/Print Cartridge (T&M)	13R558	13R558	13R560
Convenience Stapler	108R152	108R152	108R152
Finisher Staple Cartridge	8R12724	8R12724	8R12723

Recommended papers and transparencies

For general information, refer to the *Color Materials Usage Guide*.

For additional specific information regarding materials that have been tested and approved for use in the Document Centre ColorSeries 50, refer to the *Recommended Materials List*. This list is available on the Xerox web site (www.xerox.com) and will be updated periodically. Contact your Xerox representative for additional details.

Replacement Manuals (USA market only)

To order a replacement *Document Centre ColorSeries 50 User Guide*, or *System Administration Guide*, call the Xerox Customer Parts & Product Support Center at the following number:

1-800-828-5881 (USA only)

FAX: 1-800-847-5666

Be prepared to provide your Customer Order Number and the Serial Number of your copier/printer.

Appendix A

Auditron forms

Copy and use the Auditron forms on the following pages when setting up and maintaining the Auditron for your Document Centre ColorSeries 50 copier/printer.

Auditron User Chart

Copier Model #: _____ Serial Number: _____	
Location: _____ Auditron Administrator: _____	

Account Number	User Name	User password	Copy Limit	Restrictions

Auditron Periodic Billing Form

Copier Model #: _____ Serial Number: _____	
Location: _____ Auditron Administrator: _____	

[illegible]

Auditron Periodic Billing Form

Copier Model #: _____		Serial Number: _____	
Location: _____		Auditron Administrator: _____	

Account Number	User Name	Copy Volume	Account Number	User Name	Copy Volume

Prepared by:
Xerox Corporation
Global Knowledge and Learning Solutions
780 Salt Road
Webster, New York 14580
March 2000
701P34152