xerox ®

Xerox® WorkCentre™ 5735/5740/5745/5755/5765/5775/ 5790
Getting Started

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Introduction

Your new device is not simply a conventional copier, it is a digital device capable of copying, faxing, printing and scanning, dependent on your model and configuration.

There are two configurations available:
- **WorkCentre Copier/Printer** - A multi-functional digital device capable of copying, printing, faxing (optional), E-mailing and network scanning (optional).
- **WorkCentre Copier/Printer/Scanner** - An advanced multi-functional device offering a high specification of features and functions. This model is capable of copying, printing, scanning, E-mailing and faxing (optional).

Each model has seven configurations available which provide either 35, 40, 45, 55, 65, 75 or 90 copies/prints a minute. All configurations are fully upgradable so as to meet any future requirements you may have. Please contact your local Xerox representative for further information.

For further assistance in identifying your model, configuration and the additional options available please refer to Device Overview on page 11.

All features and functions described within the User Guide relate to a fully configured WorkCentre and may not be available on your device. If you require further information on any of the optional components, or information on any of the other device configurations please contact your local Xerox representative.

Support

If you need assistance during or after product installation, please visit the Xerox website for online solutions and support.

If you require further assistance, call our experts at the *Xerox Support Center*, or contact your local representative. When telephoning please quote the machine serial number. Use the space below to make a note of the machine serial number:

\# _____

To access the serial number open the front door. The serial number is located on a label above the toner cartridge. The *Xerox Support Center* or local representative telephone number is provided when the device is installed. For convenience and future reference, please record the telephone number in the space below:

Xerox Support Center or local representative telephone number:

\# _____

Device Overview
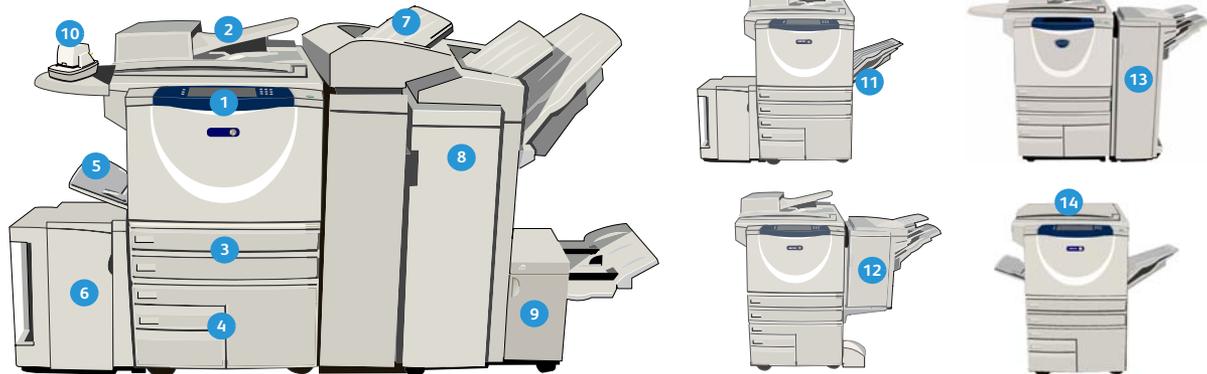
1 **Control Panel:** Touch Screen and Numeric Keypad.

2 **Document Feeder and Document Glass:** Used for scanning single or multiple documents. The *document glass* can be used for scanning single, bound, custom size or damaged documents.

3 **Paper Trays 1 and 2:** These trays are standard on all models. Trays 1 and 2 are fully adjustable and can be used for media sizes 5.5x8.5" to 11x17"(A5 to A3).

4 **Paper Trays 3 and 4:** These trays are high capacity paper trays. Trays 3 and 4 are dedicated trays used for 8.5x11" or A4 size media.

5 **Bypass Tray:** Used for non-standard printing media.

6 **Paper Tray 5:** This is an optional high capacity paper tray. It is a dedicated tray used for 8.5x11" or A4 long edge feed size media. Optional kits are available to accommodate 11x17", A3, 8.5x14", 8.5x11" or A4 Short Edge Feed (SEF) media.

7 **Tray 6 (Inserter):** An optional paper tray for use with the High Volume Finisher. It is used to insert pre-printed sheets into copy sets. It is not part of the printing process and cannot be used for imaging.

8 **High Volume Finisher:** This optional finisher collates, offsets, stacks and staples your output. Booklet Maker, Tri-fold and Hole Punch kits can be installed with this finisher.

9 **Booklet Maker and Trifolder:** These are optional devices which can be installed with the High Volume Finisher to staple and fold booklets or leaflets.

10 **Convenience Stapler:** This optional device provides manual stapling of up to 50 sheets. The Convenience Shelf must also be fitted.

11 **Offset Catch Tray:** Delivers output collated or uncollated. Each set or stack will be offset from the previous to enable easy separation.

12 **Basic Office Finisher:** This optional device stacks, collates, staples and offsets your output.

13 **Office Finisher:** This optional device stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.

14 **Document Glass Cover:** This is a flat hinged cover for the *document glass*. It is fitted instead of the *document feeder* and is standard on some configurations.

Services and Options

There are a number of services and options available for use with your device. Many services are provided as standard and simply require enabling or configuring with additional third party hardware. Optional functions and kits are also available and can be purchased and installed. The options available are dependent on your WorkCentre model.

WorkCentre Copier/Printer Models

Key:

● Standard   ○ Optional   - Not Available

Description	WorkCentre						
	35	40	45	55	65	75	90
Document Glass Cover a flat hinged cover for the *document glass*. Fitted instead of the *document feeder*.	○	-	-	-	-	-	-
Document Feeder feeds 75 (35 model only) or 100 single or double sided documents. Documents from A5 to A3 (5.5"x 8.5" to 11"x 17") can be fed. Fitted instead of the *document glass cover*.	○	●	●	●	●	●	●
Paper Trays 3 and 4 high capacity paper trays.	○	○	○	○	●	●	●
Paper Tray 5 high capacity platform feed paper tray.	○	○	○	○	○	○	○
Paper Tray 6 (Post Process Inserter) optional insert tray which can be fitted with the High Volume Finisher.	-	○	○	○	○	○	○
Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelope s (4.1"x 9.5") can be loaded in the tray.	○	○	○	○	○	○	○
Offset Catch Tray delivers collated or uncollated output.	○	○	○	○	-	-	-
Basic Office Finisher stacks, collates, staples and offsets your output.	○	○	○	-	-	-	-
Office Finisher stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.	○	○	○	○	○	○	-
High Volume Finisher collates, offsets, stacks and staples your output. Booklet Maker, Trifold and Hole Punch kits can be installed with this finisher.	-	○	○	○	○	○	○
Hole Punch Kits available with the Office Finisher and the High Volume Finisher. The kits available are 2 Hole, 2 Hole Legal, 3 Hole, 4 Hole or Swedish 4 Hole. Only one kit can be fitted at one time.	○	○	○	○	○	○	○
Convenience Stapler for manual stapling. The Convenience Shelf must be installed.	○	○	○	○	○	○	○

Description	WorkCentre						
	35	40	45	55	65	75	90
Convenience Shelf a shelf which can be installed on the left side of the device.	●	●	●	●	●	●	●
Stand a storage area which is fitted instead of trays 3 and 4.	●	●	●	●	-	-	-
Basic Fax Kit (Embedded) this kit enables a single fax line connection.	○	○	○	○	○	○	○
Extended Fax Kit (Embedded) this kit enables two fax lines to be connected.	○	○	○	○	○	○	○
LAN Fax[a] enables users to send faxes directly from their PC using the print and fax drivers.	○	○	○	○	○	○	○
Server Fax[b] enables users to send and receive hard copy faxes via a fax server.	○	○	○	○	○	○	○
Internet Fax allows users to send or receive faxes over the internet or intranet.	○	○	○	○	○	○	○
Network Scanning Kit enables E-mail and Workflow Scanning services. The mono-scanner is provided as standard.	○	○	○	○	○	○	○
Security kit provides additional security features, such as image overwrite options.	●	●	●	●	●	●	●
Xerox Secure Access provides a card reading device to restrict access to the device.	○	○	○	○	○	○	○
Color Scanner used to scan in color (factory fit).	○	○	○	○	-	-	-
Color Scanning Enablement kit a pin code is provided which enables color scanning capabilities.	-	-	-	-	○	○	○
Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network.	○	○	○	○	○	○	○
Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.	●	●	●	●	●	●	●
Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.	○	○	○	○	○	○	○

    a.   Requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed.
    b.   Requires a Third Party Fax Server to be configured and installed.

WorkCentre Copier/Printer/Scanner Models

Key:

● Standard ○ Optional - Not Available

Description	WorkCentre						
	35	40	45	55	65	75	90
Document Feeder feeds 75 (35 model only) or 100 single or double sided documents. Documents from A5 to A3 (5.5"x8.5" to 11"x17") can be fed. Fitted instead of the *document glass cover.*	●	●	●	●	●	●	●
Paper Trays 3 and 4 high capacity paper trays.	●	●	●	●	●	●	●
Paper Tray 5 high capacity platform feed paper tray.	○	○	○	○	○	○	○
Paper Tray 6 (Post Process Inserter) optional insert tray which can be fitted with the High Volume Finisher.	-	○	○	○	○	○	○
Envelope Tray this tray is fitted instead of paper tray 2 to enable envelope printing. Up to 55 #10 Envelopes (4.1"x9.5") can be loaded in the tray.	○	○	○	○	○	○	○
Offset Catch Tray delivers collated or uncollated output.	○	○	○	○	-	-	-
Basic Office Finisher stacks, collates, staples and offsets your output.	○	○	○	-	-	-	-
Office Finisher stacks, collates, staples and offsets your output. Hole punch kits are also available for this finisher.	○	○	○	○	○	○	-
High Volume Finisher collates, offsets, stacks and staples your output. Booklet Maker, Trifold and Hole Punch kits can be installed with this finisher.	-	○	○	○	○	○	○
Hole Punch Kits available with the Office Finisher and the High Volume Finisher. The kits available are 2 Hole, 2 Hole Legal, 3 Hole, 4 Hole or Swedish 4 Hole. Only one kit can be fitted at one time.	○	○	○	○	○	○	○
Convenience Stapler for manual stapling. The Convenience Shelf must be installed.	○	○	○	○	○	○	○
Convenience Shelf a shelf which can be installed on the left side of the device.	●	●	●	●	●	●	●
Basic Fax Kit (Embedded) this kit enables a single fax line connection.	○	○	○	○	○	○	○
Extended Fax Kit (Embedded) this kit enables two fax lines to be connected.	○	○	○	○	○	○	○
LAN Fax[a] enables users to send faxes directly from their PC using the print and fax drivers.	○	○	○	○	○	○	○

Description	WorkCentre						
	35	40	45	55	65	75	90
Server Fax[b] enables users to send and receive hard copy faxes via a fax server.	●	●	●	●	●	●	●
Internet Fax allows users to send or receive faxes over the internet or intranet.	●	●	●	●	●	●	●
Network Scanning Kit enables E-mail and Workflow Scanning services. The mono-scanner is provided as standard.	●	●	●	●	●	●	●
Security kit provides additional security features, such as image overwrite options.	●	●	●	●	●	●	●
Xerox Secure Access provides a card reading device to restrict access to the device.	○	○	○	○	○	○	○
Color Scanner used to scan in color (factory fit).	○	○	○	○	-	-	-
Color Scanning Enablement kit a pin code is provided which enables color scanning capabilities.	-	-	-	-	○	○	○
Network Accounting enables the tracking of device usage for Print, Copy and Scan jobs from multiple devices over the network.	○	○	○	○	○	○	○
Xerox Standard Accounting is an accounting tool which tracks the number of Copy, Print, Workflow Scanning, Server Fax and Fax jobs for each user.	●	●	●	●	●	●	●
Foreign Interface Device enables the attachment of a third party access and accounting device, such as a card swipe or coin operated unit.	○	○	○	○	○	○	○

a. Requires the Basic or Extended Fax Kit or a Third Party Fax Server to be configured and installed.
b. Requires a Third Party Fax Server to be configured and installed.

Control Panel Overview

1. **Services Home:** Provides access to the services available on the device.

2. **Services:** Returns the display to the previous copy, fax, or scan feature screen when the Job Status screen or Machine Status screen is displayed.

3. **Job Status:** Use to check the progress of active jobs, or display detailed information about completed jobs.

4. **Machine Status:** Use to check the device status, the billing meters, the status of consumables, or print the user documentation and reports. Use this button also when accessing the Tools mode.

5. **Touch Screen:** Use to select programing features and display fault clearance procedures and general device information.

6. **Log In/Out:** Use to enter log in details, and to log out.

7. **Numeric Keypad:** Use to enter alphanumeric characters.

8. **Help:** Displays help messages for device features.

9. **Interrupt Printing:** Use to pause the job which is currently printing, to run a more urgent copy job.

10. **Start:** Use to start a job.

11. **Clear All:** Press once to clear a current entry. Press twice to return to default settings.

12. **Stop:** Stops the job in progress.

13. **Energy Saver:** Use to select energy saver mode, perform a quick restart or to power down the device.

14. **Language:** Use to select a different language for the touch screen options.

15. **Dial Pause:** Use to insert a pause when dialing a fax number.

16. **'C' Cancel Entry:** Cancels the previous entry made on the Numeric Keypad.

Power On and Off

Power On

1. Ensure that your device is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet of the device.
2. Press the **Power** switch. The entire powering on process (to power on all installed options) takes less than 3 minutes.

Power Off

1. Press the **Power** switch. The **Power Down** options are displayed:

   - If **Energy Saver** is selected, the device will immediately enter the *Power Saver Mode* appropriate to its configuration.
   - If **Quick Restart** is selected and confirmed the device will restart. Any copy jobs in the job list will be deleted, print jobs in the job list are recovered.
   - If **Power Down** is selected and confirmed the device is powered down.
   - If **Cancel** is selected the power down options will be cancelled and the device will be available for use.

2. Select **Power Down**. A confirmation screen displays a warning that data may be lost if the device is powered down.
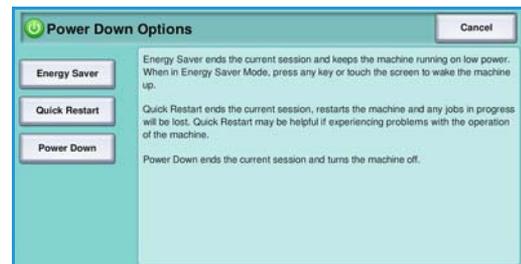
   Note: Confirming power down will result in the deletion of any jobs currently in the queue.

3. Select the **Confirm** button to power off the device.

   The device will begin a controlled power down sequence. It remains on for approximately 45 seconds before switching off.

Energy Saver

The device is designed to be energy efficient and automatically reduces its power consumption after periods of inactivity. The System Administrator can set up *Energy Saver* options. The *Energy Saver* button on the control panel causes the *Power Down* options to be displayed. To activate *Energy Saver* mode use the instructions below:

1. Press the **Energy Saver** button on the control panel.

    The **Power Down** options are displayed.
2. Select **Energy Saver**. The device will immediately enter *Low Power* mode.

    If *Sleep* mode has been configured, the device will then enter *Sleep* mode after a specified period of time.

    The **Energy Saver** button is illuminated when the device is in *Energy Saver* mode. A steady light indicates the device is in *Low Power* mode. A flashing light indicates the device is in *Sleep* Mode.
3. To re-activate the device when in *Low Power* or *Sleep* mode, touch a button on the touch screen or control panel. The device takes longer to recover from *Sleep* mode.

For information about setting up the **Energy Saver** options, refer to the System Administrator Guide.

Loading Paper

1. Open the required paper tray.

   - **Paper Trays 1 and 2** are fully adjustable for all media sizes between A5 and A3 (5.5x8.5" and 11x17").
   - **Paper Trays 3 and 4** are dedicated paper trays which are set to hold either A4 or 8.5 x11" LEF paper.
   - **Paper Tray 5** is an optional high capacity paper source. The standard tray has a single tray which is set to A4 or 8.5x11" LEF. Two optional kits are available to allow Tray 5 to feed A3 or 11x17" SEF and A4 or 8.5x11" SEF.
   - **Bypass Tray** accommodates most types of media in a range of sizes between A6 and A3 SEF (4.25x5.5" and 11x17" SEF).

   Note: LEF = Long Edge Feed and SEF = Short Edge Feed.

2. Load paper. Paper must not be loaded above the maximum fill line.

   If loading trays 1 or 2, make sure that the paper guides are in the correct position for the paper size. Adjust each guide by squeezing the clamp mechanism and sliding the guide to just touch the edge of the media.

   If loading the Bypass Tray, locate the media against the front of the tray and move the rear guide to touch the rear of the stack.

   If loading Tray 5, press the button to open the door. Wait for the paper tray to lower. The media required is displayed on the screen. Place the media in the tray. Media must be positioned against the right side of the tray.
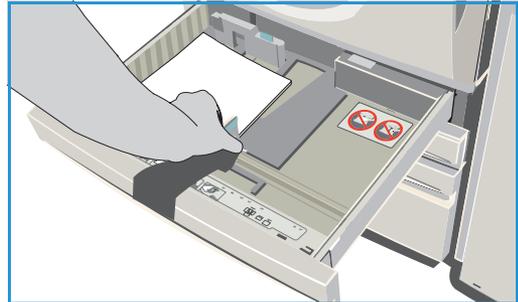
3. Close the paper tray or tray door as required. The Bypass Tray remains open.

4. If the *Paper Settings* screen is displayed, select the size, type and color of the paper you have loaded and select **Confirm**.

   If the tray is a *Dedicated* tray the paper size and type specified on the touch screen must be loaded and the *Paper Settings* screen is not displayed.

For information about loading special media, refer to Media Types on page 233 of Paper and Media. Specification information for the WorkCentre™ 5735/5740/5745/5755/5765/5775/5790 is provided at www.xerox.com.
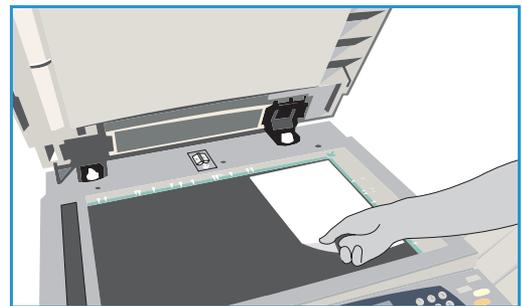
Loading Documents

Original documents can be loaded either into the *document feeder* or onto the *document glass.*

1. Load your documents face up in the *document feeder input tray*.

    Adjust the guide to just touch the documents.

    Or...........
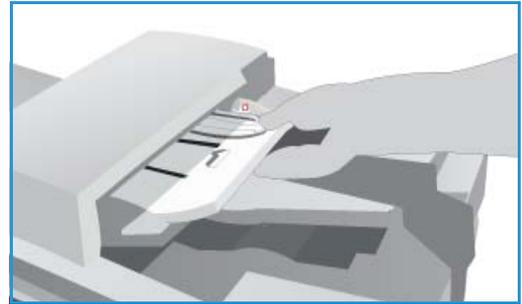
2. Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.

    Note: Original documents are only scanned once even when several copies are selected.

Specification information for the WorkCentre™ 5735/5740/5745/5755/5765/5775/5790 is provided at www.xerox.com.

Making Copies

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to just touch the documents.

   Or...........

   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.

2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.

3. Press the **Services Home** button and select the **Copy** option.
   The *Copy* features are displayed.
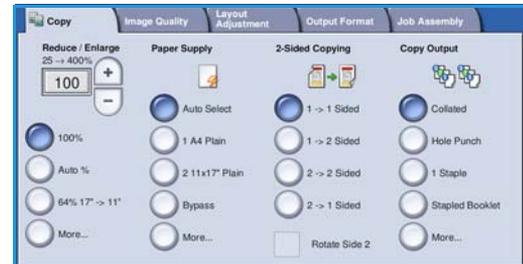
4. Select the required features using the touch screen:

   Reduce / Enlarge can be used to reduce or enlarge the image by 25 % to 400 % .

   Paper Supply is used to select the required tray and size of paper for the copy output.

   2-Sided Copy is used to produce 1 or 2-sided copy output.

   Copy Output is used to select collate, staple or fold options (depending on the finishing device available).

5. Enter the copy quantity using the numeric keypad and press **Start** to scan the originals.

6. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The Copy job enters the job list ready for printing.

7. Select **Job Status** to view the job list and check the status of your job.

   If your job is held in the list it requires additional resources to print. To identify the resources required, select the job and select **Job Details**. Once the resources are available the job will print.

For information about additional *Copy* features, refer to Copy Options on page 44 of Copy.

For information about copying an ID card, refer to Copying an ID Card on page 204 of ID Card Copy.

Printing a Document

1. Ensure that the correct Xerox print driver has been installed on your PC. To install the print drivers refer to the System Administrator Guide.
2. Open the document to be printed. From your application, select **File > Print** and select the Xerox device from the list of printers displayed.
3. To change the default printing properties click **Properties**.

    The print driver has various tabs that contain options and properties.

    - Use the **Paper/Output** tab to choose the type of media, size and color and output choices such as 2-sided prints.

    - The **Special Pages** tab allows you to add covers, inserts and exceptions.

    - The **Image Options** tab enables you to adjust the image quality.

    - The **Layout/Watermark** tab has various options to add watermarks to pages, change image orientation (landscape or portrait) and enable booklet and multi-up printing.

    - The **Advanced** tab contains various font, document and printing options.
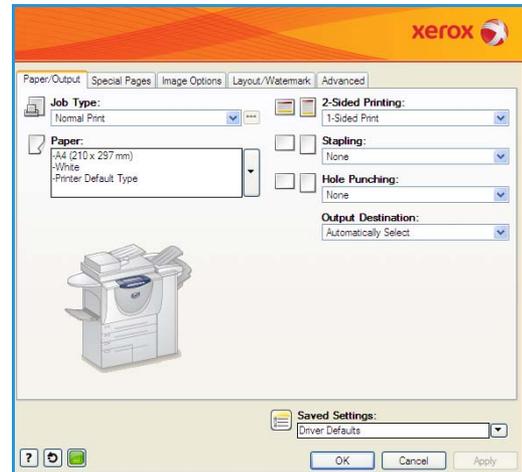
    Choose the options required for your printing job and click **OK** to print the document.
4. The print job will be sent to the device and will appear in the *Active Jobs* list. To view the list at the device, press the **Job Status** button on the control panel.

    If your job is held in the list it requires additional resources or a user log in or passcode to print. To identify the resources required, select the job and select **Resources Required**. Once the resources are available the job will print. If a user log in or passcode is required, log in to the machine or select **Release** and enter the secure passcode.

For information about additional *Print* features, refer to Printing a Document on page 152 of Print.

Sending a Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or...........
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Fax** option. The *Fax* features are displayed.
4. Enter the recipient's fax number by:

   - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.

   - **Manual Dial** - if a telephone handset is attached to the device, select the Manual Dial key and dial the number using the handset or the numeric keypad.

   - **Speed Dial** - select the Enter Number area and enter the 3 digit speed dial number, then select the **Speed Dial** option.

   - **Address Book** - select the **Address Book** button to access the fax address book. Select an entry from the Address Book to add to the Recipient list. Continue adding recipients as required and select **Close** to return to the previous screen.

5. If required, select **Add** to add the number entered to the Recipient list. Enter additional numbers as required. The fax will be sent to all the numbers in the Recipient list.
6. Select the required features for your fax job using the touch screen:

   Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.

   Cover Letter allows you to send a fax with a covering letter.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, photo or halftone photo.

   Resolution can be used to optimize the resolution settings.

7. Press **Start** to scan the originals and process the fax job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Fax* job enters the job list ready for sending.

8. Select **Job Status** to view the job list and check the status of your job.

For information about additional *Fax* features, refer to Sending a Fax on page 72 of Fax.

Server Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or...........
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.

2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.

3. Press the **Services Home** button and select the **Server Fax** option. The *Server Fax* features are displayed.
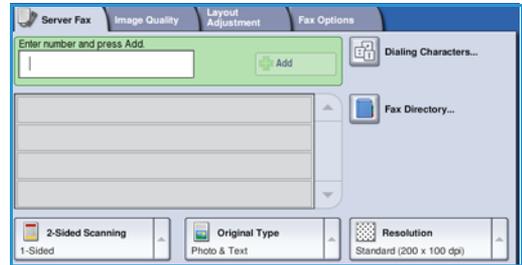
4. Enter the recipient's fax number by:

   - **Keypad Dial** - select the Enter Number area on the touch screen and enter the number using the numeric keypad.

   - **Fax Directory** - Touch the **Fax Directory** button, select an entry from the Fax Directory to add to the Recipient list.

5. Select **Add** to add the number to the Recipient list.

6. Select the required features for your fax job using the touch screen:

   Dialing Characters are alphanumeric characters which have a specific fax function and can be entered as part of the fax number.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, or photo.

   Resolution can be used to optimize the resolution settings.

7. Press **Start** to scan the originals and process the *Server Fax* job.
   Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Server Fax* job enters the job list ready for sending.

8. Select **Job Status** to view the job list and check the status of your job.

For information about additional *Server Fax* features, refer to Sending a Server Fax on page 92 of Fax.

Internet Fax

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
   Or...........
   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.

2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.

3. Press the **Services Home** button and select the **Internet Fax** option. The *Internet Fax* features are displayed.

4. Select **New Recipients**.

5. Select **To** or **Cc** for the recipient using the drop-down menu to the left of the entry box.

6. Using the keyboard, enter the E-mail address.

   - Up to 128 alphanumeric characters can be entered.

   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.

   - Use the **Keyboards...** button to access additional language keyboards.

   Select **Add** to add the E-mail address to the Recipient list. Continue adding E-mail addresses until all the recipients have been added to the list, then select **Close**. All the recipients are displayed in the Recipient list.

   If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the E-mail address required and select **Add (To:)** or **Add (Cc:)** from the drop-down menu. The E-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.

7. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.

8. Select the required features for your fax job using the touch screen:

   Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

   Note: This feature may not be available on your device.

   2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided.

   Original Type is used to define the original document as text, text and photo, or photo.

9. Press **Start** to scan the originals and process the *Internet Fax* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

   Note: The *Internet Fax* job enters the job list ready for sending.

10. Select **Job Status** to view the job list and check the status of your job.

For information about additional *Internet Fax* features, refer to Sending an Internet Fax on page 100 of Fax.

Sending a Fax from the PC

1. Ensure that the correct Xerox print driver has been installed on your PC and the Fax from PC option is available. To install the print drivers refer to the System Administrator Guide.
2. Open the document to be faxed. Click **File > Print** and select the Xerox device from the list of printers displayed.
3. Select the **Properties** button to display the print driver printing preferences.
4. Select **Fax** as the **Job Type** on the *Paper/Output* screen of the print driver.

    The *Fax* screen will automatically open. This screen displays the recipients for the current fax. You can now *Add Fax Recipients* or *Add From Phonebook*.
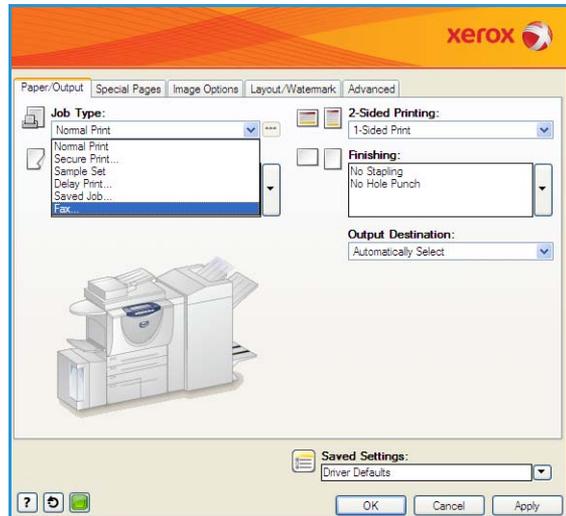
5. To add a new recipient select the **Add Recipient** button.
6. Input the name and fax number of the recipient. Complete the additional information.

    Select the **Save to Personal Phonebook** option if you want to add the recipient to your Personal Phonebook.

    The Fax window has various tabs that contain options and properties.

    *   Use the **Cover Sheet** tab to add a covering letter to your fax.
    *   Use the **Options** tab to enable a confirmation sheet, choose a specific send speed or select the resolution for the fax. You can also select the *Send Time* option to enter a specific time to transmit the fax.

7. Choose the options required for your fax job and click **OK** to send the document. Your fax will be submitted to the device job list ready to be transmitted.
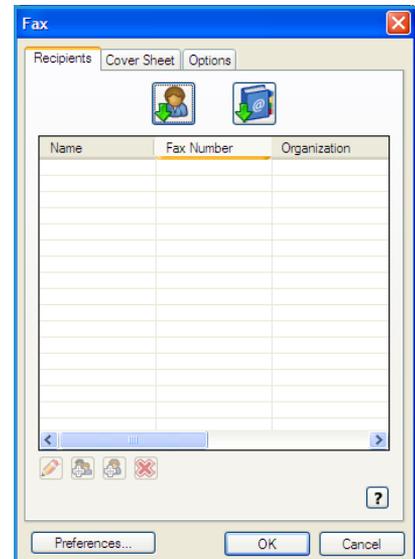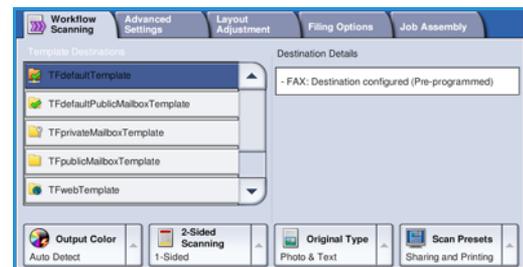
For information about additional *Fax from PC* features, refer to Fax from PC Options on page 111 of Fax.

Workflow Scanning

Workflow Scanning allows the user to scan a hard copy original and convert it into an electronic file. The file is placed into a specified filing location on a networked server, workstation or the device hard drive. The settings used for scanning the original are stored in a template.

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
    Or...........
    Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **Workflow Scanning** option. The *Workflow Scanning* features are displayed.
4. Select a Template for the job from the templates displayed in the list.
    All the current settings are changed to the settings in the template.
5. Select the required features for your scanning job using the touch screen.
    If required, modify the template settings from the options on the *Workflow Scanning*, *Advanced Settings*, *Layout Adjustment* and *Filing Options* tabs:

    Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

    Note: This feature may not be available on your device.

    2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.

    Original Type is used to define the original document as text, text and photo, or photo.

    Scan Presets is used to set the scan settings to suit how the scanned image will be used.
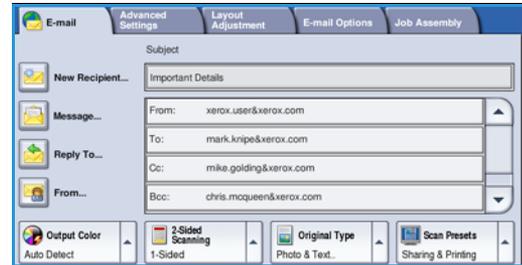
6. Press **Start** to scan the originals and process the *Workflow Scanning* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed. The *Workflow Scanning* job enters the job list ready for filing. The scanned images are then filed to the location specified on the template ready for retrieval by the user.

For information about additional *Workflow Scanning* features, refer to Workflow Scanning Options on page 123 of Workflow Scanning.

Sending an E-mail

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to touch the documents.
Or............
Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.
2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.
3. Press the **Services Home** button and select the **E-mail** option. The *E-mail* features are displayed.

   Note: To use E-mail encryption and signing, ensure that you are logged in at the machine.
4. Select **New Recipients**.
5. Select **To**, **Cc** or **Bcc** for the recipient using the drop-down menu to the left of the entry box.

   Using the keyboard, enter the E-mail address.
   - Up to 128 alphanumeric characters can be entered.
   - To delete a character use the backspace key, or to clear the entire entry select the **X** button.
   - Use the **Keyboards...** button to access additional language keyboards.

   Select **Add** to add the E-mail address to the Recipient list. Continue adding E-mail addresses until all the recipients have been added to the list, then select **Close**.

   All the recipients are displayed in the Recipient list.

   Note: If E-mail encryption is enabled, E-mails may only be sent to recipients that have a valid Encryption certificate. Encryption ensures that the message cannot be read by anybody except the intended recipient. In addition, with E-mail signing enabled, the recipient can be sure that the message has actually come from the person marked as the sender.

   If an address book has been setup, enter the name of the recipient and select **Search**. A list of matching recipients is displayed. Select the E-mail address required and select **Add (To:)**, **Add (Cc:)** or **Add (Bcc:)** from the drop-down menu. The E-mail address is added to the recipient list. Multiple recipients can be added to the Recipient list in this way. Select **Close** to exit.

   If you are logged in to the machine and your E-mail address is known, the **Add Me** button will be displayed. Press the **Add Me** button to add yourself automatically to the recipient list.

   Note: The **Add Me** button is not visible when the **Only Send to Self** feature is enabled by the system administrator.
6. Enter the **Message**, **Reply To**, **From** and **Subject** details as required.

7. Select the required features for your E-mail using the touch screen:

Output Color is used to replicate the original colors or to change the output to black and white, grayscale or color.

Note: This feature may not be available on your device.

2-Sided Scanning is used to select whether your originals are 1-sided or 2-sided. The second side can be rotated.

Original Type is used to define the original document as text, text and photo, or photo.

Scan Presets is used to set the scan settings to suit how the scanned image will be used.

8. Press **Start** to scan your originals and process the *E-mail* job. Remove the originals from the *document feeder* or *document glass* when scanning has completed.

Note: The *E-mail* job enters the job list ready for sending.

9. Select **Job Status** to view the job list and check the status of your job.

For information about additional *E-mail* features, refer to Sending an E-mail on page 171 of E-mail.

Saving Jobs for Reprinting

1. Load your documents face up in the *document feeder input tray*. Adjust the guide to just touch the documents.

   Or...........

   Lift up the *document feeder*. Place the document face down onto the *document glass* and register it to the arrow at the top right rear corner. Close the *document feeder*.

2. Press the **Clear All (AC)** button once to cancel any previous screen programing selections.

3. Press the **Services Home** button and select the **Copy** option.
   The *Copy* features are displayed.

4. Program the required job features.
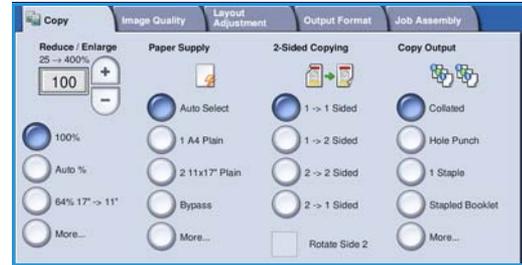
5. Select the **Job Assembly** tab, and then **Save Job for Reprint**.

6. Select the option required:

   • **Copy & Save** is used to store the job and print a copy of the job.

   • **Save Only** stores the job without printing.

7. Select a folder location to store the job.

8. Select **New Job Name** and enter a name for the job using the keyboard.

   Select **Save** to save the job name and return to the previous screen.

9. Press **Start** to run the job.

10. The job is scanned and saved with the name entered, in the folder selected. If **Copy & Save** was selected, a copy of the job is also printed.

Jobs can also be saved using the print driver options or Internet Services. For additional information about *Saving Jobs for Reprint*, refer to Saving a Job on page 189 of Save and Reprint Jobs.

Reprinting Saved Jobs

1. Press the **Services Home** button.
2. Select the **Reprint Saved Jobs** option.

   Folders containing the saved jobs are displayed.
3. Select the folder required. If necessary, use the scroll bar to access all the folders.

   A list of the jobs in the folder is displayed.
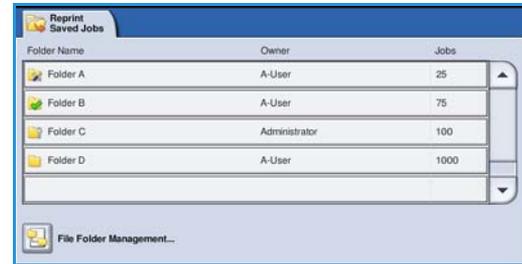
4. Select the job and select the print or save option required:
   - **Print** is used to print the selected job using the currently saved print settings.
   - If print settings are changed from those stored with the original print job, **Print and Save** is used to print and then store the selected job with the new settings.
   - **Save** is used to save the selected job without printing. The job will be saved in place of the original job with any new settings selected.
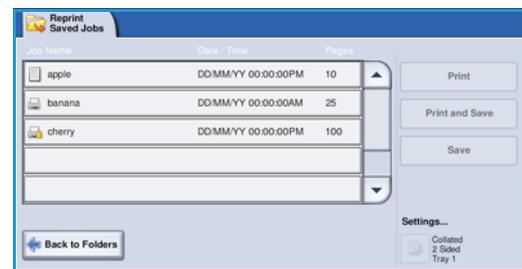
   If the job settings require changing prior to printing the job, select the **Settings** option. Select the options required and then select **Print**, **Print and Save** or **Save**.
5. If the job is a secure job, log in to the machine or enter the passcode required and select **Print Job**.
6. Select **Job Status** to view all the job lists and check the status of your job. For further information, refer to Job Status on page 241 of Machine and Job Status.
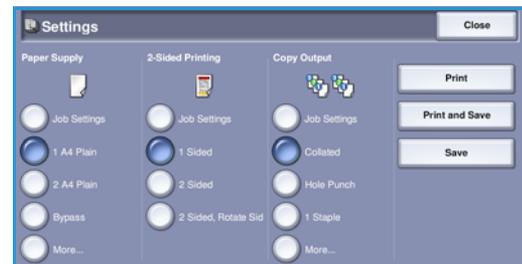
Jobs can also be reprinted using Internet Services. For additional information about *Reprint Saved Jobs* features, refer to Reprinting Saved Jobs on page 192 of Save and Reprint Jobs.

Log In / Out

If *Authentication or Accounting* has been enabled on the device, you may need to log in before using some or all of the services. A picture of a lock on a button indicates that you must log in to use that service.

1. To log in select the **Log In/Out** button on the control panel. Selecting a locked service will also prompt you to enter a log in name and password.

2. Use the keyboard to enter your **User Name**.

    If a password is required, select the **Next** button and use the keyboard to enter your **Password**.

    Select the **Enter** button.

3. If an accounting system is in use on the device, you may also need to enter additional information, for example a User ID or Account ID. If a *Foreign Device Interface* (FDI) is installed, you are prompted to access via the device installed, for example a card reader or coin slot.

    Your user details display in the User Details area on the right side of the message display.

4. To log out, select the **Log In/Out** button again or select the User Details area and select **Log Out** from the drop-down menu.

5. A confirmation screen is displayed, select **Log Out** or **Cancel**.

Enhance Productivity

Your device is a powerful multi-functional device with many digital functions integrated into one sleek system. It is designed to support large workgroups in different office environments. You can do more with less and streamline your workflow with these productivity enhancing features, for example:

- Online address books
- Customization to meet own work processes
- Powerful documentation features for example, *Booklet Creation*, *Special Pages*, *Build Job* and *Annotations*

To maximize job productivity, use the **Job Status** button to access the *Active* jobs list and manage your jobs. If a job is urgent, use the **Promote** option to prioritize your jobs.

If a job is **Held** in the list, it may require additional resources or a secure code to print. The reason for the held status is displayed on the *Job Progress* screen. Once the requirement has been met or the correct secure code entered, the job is released for printing.

For further information about customizing or using your device refer to Tools on page 252 of Administration and Accounting.

Maintenance and Consumables

There are several consumables on the device that need replenishing or replacing, such as paper, staples, and customer replaceable units. To place an order for Xerox consumables, please contact your local Xerox Representative giving your company name, product number and the machine serial number.

For information about locating the serial number, please refer to Machine Information on page 245 of Machine and Job Status.

Customer Replaceable Units

There are 6 replaceable units on the device:
* Toner Cartridge (R1)
* Xerographic Module (R2)
* Fuser Module (R3)
* Waste Toner Bottle (R4)
* Ozone Filter (R5)
* Document Feeder Feed Roll (R6)

The device will display a message on the touch screen when any of the units need to be reordered. This message is a warning that the unit is nearing the end of its life. Only replace the unit when a message actually instructs you to do so.

To replace a Customer Replaceable Unit, follow the instructions on the touch screen or use the instructions provided with the consumable.

Staple Cartridges and Hole Punch Waste

If your device is equipped with a finisher, or a convenience stapler, you will be required to replace the staple cartridge or cartridges when the device displays a message instructing you to do so. If your finisher has the optional hole punch unit, you will also be required to empty the hole punch waste container when prompted by the device.

Cleaning Tasks

Performing regular cleaning activities ensures the device is kept free of dust and debris. The device covers, control panel and touch screen should all be cleaned using a soft lint-free cloth, lightly dampened with water. Xerox Cleaning Fluid or Anti-Static Cleaner can be used to clean the *document glass*, but must be applied using a cloth and not poured directly on the *document glass*. Remove any residue with a clean cloth or paper towel.

For further information on maintenance tasks, refer to General Care on page 288 of General Care and Troubleshooting.

Troubleshooting

A variety of situations can affect the quality of your output. The animations and fault messages on the device help you to locate and resolve a problem easily. Some problems can be resolved by restarting your device. If after rebooting your device the problem has not been resolved, have a look at some of the areas below to identify solutions.

Problem	Solution
The device will not power on	• Check to see that the device is not in Energy Saver Mode as indicated by the green light on the control panel. Touch the user interface screen to re-activate. • Check to see that the power cord is correctly inserted.
Documents will not feed through the *document feeder*	• Ensure that you have selected the correct service e.g. Copy, Fax, Workflow Scanning. • Ensure that all staples or paper clips have been removed from the originals. • Ensure the *document feeder* is not overloaded, a maximum of 75 documents (35 model) or 100 documents (other models) can be loaded. • Ensure that the edge guides are adjusted to touch the sides of the originals.
The device will not print from a workstation	• Make sure that an active network cable is connected to the workstation. • Check that the Network Setup is correct. For further information refer to the System Administrator Guide.
Cannot send an E-mail	• Check if the device is connected on the network. • Check that *E-mail* is enabled. For further information, refer to the System Administrator Guide.
Avoiding paper jams	• If the paper curls excessively, flip the paper over in the applicable paper tray. • Use paper from a fresh package.
Cannot fax a document	• Ensure the *Fax* service is enabled. • Ensure your device is connected to a telephone socket if using *Fax*, or the network for other fax services.
The job has been scanned or sent from the PC but does not print	• Select the **Job Status** button and check the status. • If the job is *Held*, select the job in the list and use the **Required Resources** option to identify the resources required to enable the job to print. • If the job is a *Secure Print* job, login and select **Release** or select **Release** and enter the passcode required.

For further information about problem solving, refer to Troubleshooting on page 292 of General Care and Troubleshooting.

Jam Clearance

Paper and media jams happen for a variety of reasons. When a jam occurs, the device presents instructions on the screen explaining how to remove the jam.

Paper Jams

Any printed sheets removed will automatically reprint once the paper jam is cleared.

1. The fault screen will indicate the location of the jam. Use the green handles and knobs indicated in the instructions displayed on the screen to remove the jammed paper.
2. Ensure that all jam clearance handles and levers are returned to their correct positions. The red flashes behind the jam clearance handles and levers should not be visible.

   Note: Jam Clearance areas vary depending on your device model and configuration.

Document Jams

1. Remove all the documents from the *document feeder* and *document glass* as instructed.
2. Re-order the documents as at the start of the job and reload. The documents will be recycled automatically to recover the job.

For further information and help refer to Troubleshooting on page 292 of General Care and Troubleshooting.

Help

When using your device, detailed and timely help is available at your fingertips. You can access Help information and tips from a variety of sources.

On the Device

Press the **Help** button at any time to access the online help screens. Messages, screen instructions and graphics provide additional information.

Information Pages

The user documentation and various reports can be accessed and printed at the device.

1. Press the **Machine Status** button and select **Machine Information**.
2. Select **Information Pages**.
   A list of the reports and documentation available is displayed.
3. Select the report or document required and select **Print**.

Documentation

Most answers to your questions will be provided by the documentation that is supplied with the device.
- **User Guide** - the user guide is divided into several sections and provides instructions and information about all the features on the device.
- **How To Sheets** - the how to sheets overview all the basic functions of the device and can be printed and displayed next to your device.
- **System Administrator Guide** - provides detailed instructions and information about connecting your device to the network and installing optional features.

The user documentation can be accessed and printed at the device, as described above. Other documents are either provided on disc or can be downloaded from the Xerox website.

Faults

Faults on the device can be accessed at the device. The screen displays fault listings, and the device error logs. The fault page is separated into three options:
- **All Faults**
- **Active Messages**
- **Event Log**

To access the Faults page: Press the **Machine Status** button, touch **Faults** and select the required option.

On the Print Driver

Click **?** on the print driver screen or press [F1] on the PC keyboard for information on the displayed print driver screen.

On Internet Services

To access *Internet Services*, open the web browser from your workstation. In the URL field, enter http:// followed by the IP Address of the device and press **Enter** to view the Home page.

Click **Index** to view the contents of the *Internet Services* site.

Click **Help** to take you to the Xerox online support web site.

> Note: To find out the IP Address of your device, print a configuration report. For instructions, refer to Print Reports on page 245 of Machine and Job Status.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

To locate the machine serial number and contact information, press the **Machine Status** button on the control panel. The Customer Support information and the Machine Serial Number are displayed on the **Machine Information** tab.