# WorkCentre XD Series XD100/102/103f/104/105f/120f/124f/155df

## *FCC Compliance in the USA*

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

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

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

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

## *ENERGY STAR*

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

## Information

To get answers for any other questions you might have regarding your WorkCentre, to register your warranty by phone, or for assistance with the installation of your WorkCentre you may call:

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

## Supplies

To order supplies for your WorkCentre, call or visit your local retailer or visit their Web site.  If your store does not stock these items, you may call the following number.

In the United States and Canada:

Xerox SupplyNet toll free at:  **1 – 800 – 822 – 2200**

Toner Cartridge:  6R914

Drum Cartridge:  13R551

## Service

A Customer Service Support Representative will assist you in keeping your WorkCentre operational and, if required, will arrange for service.  Call our experts at:
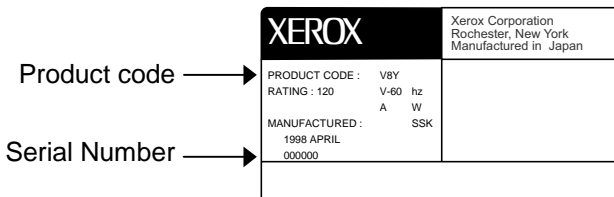
**1 – 800 – TEAM – XRX  (1 – 800 – 832 – 6979)**

The following information will be needed when you call Xerox:

Machine Type:  **XD** _____

Machine serial number:   __ __ __     and the     __ __ __ __ __ __.
(Product Code)                    (Serial number)

The serial number is located on the back cover of the WorkCentre, to the left of the power cord.

| XEROX | Xerox Corporation<br>Rochester, New York<br>Manufactured in  Japan |
| --- | --- |
| PRODUCT CODE :     V8Y<br>RATING : 120       V-60  hz<br>                          A        W<br>MANUFACTURED :              SSK<br>    1998 APRIL<br>    000000 | |
| | |

Product code ⟶

Serial Number ⟶

*Visit the Xerox Web site at:  http://www.teamxrx.com*

### Information

### How to obtain a French User Guide

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

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

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

## It's Illegal

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### In Canada

In Canada it is against the law to copy copyrighted material without permission of the copyright owner, unless the copying falls within the private study, research or criticism provision of the copyright law.  Copying of other items may be prohibited.  If you have any questions, seek legal advice.

# *Table of Contents*

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## *Servicing Your WorkCentre*

### *In the USA and Canada*

Should you be unable to resolve a problem after using the Problem Solving section of this manual, place a call to the Xerox Customer Support Center at:

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

The Customer Support Representative can solve many problems over the phone.  Please have the following information available before calling:

- ‾ The WorkCentre model number:  **XD _____**
  (on the control panel)

- ‾ The serial number _____
  (Located on the back cover of the WorkCentre to the left of the power supply.)

- ‾ The purchase date from your purchase receipt (required for warranty service).

- ‾ A description of the problem.

- – Status Code (if any) displayed on the control panel.

## *Ordering Supplies*

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

Xerox SupplyNet toll free at:

> 1 – 800 – 822 – 2200
>
> Toner Cartridge – 6R914
>
> Drum Cartridge –13R551

## Safety Notes

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

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

**Symbology:** ⚠ = High Voltage, ⚠ = Heated Surface, ⚠ = Warning

⚠ = **Laser Caution** use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

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

**Do not** use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

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

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

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

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

## *Safety Notes*

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

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

**The power supply cord** is the disconnect device for this equipment.  Insure that installation is near the outlet and is easily accessible.

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

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

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

**Never** spill liquid of any kind on the WorkCentre.

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

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

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

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

**Avoid** exposing the drum cartridge to light for extended periods of time.

## *Safety Notes*

**Do not** touch the green photoreceptor.  Scratches or smudges that appear on the photoreceptor will result in poor copy quality and may shorten the service life.

**Do not** put your hands into the fuser area, as you may be burned.

**Ozone:**  This product produces ozone during normal operation.  The ozone produced is dependent on copy volume and is heavier than air.  Providing the correct environmental parameter, as specified in the Xerox installation procedures, ensure that concentration levels meet safe limits.

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

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

# *Helpful Hints*

### *Care of your WorkCentre*

- Do not place heavy objects on any surface of the WorkCentre.
- Take care not to place liquids on or near the WorkCentre.
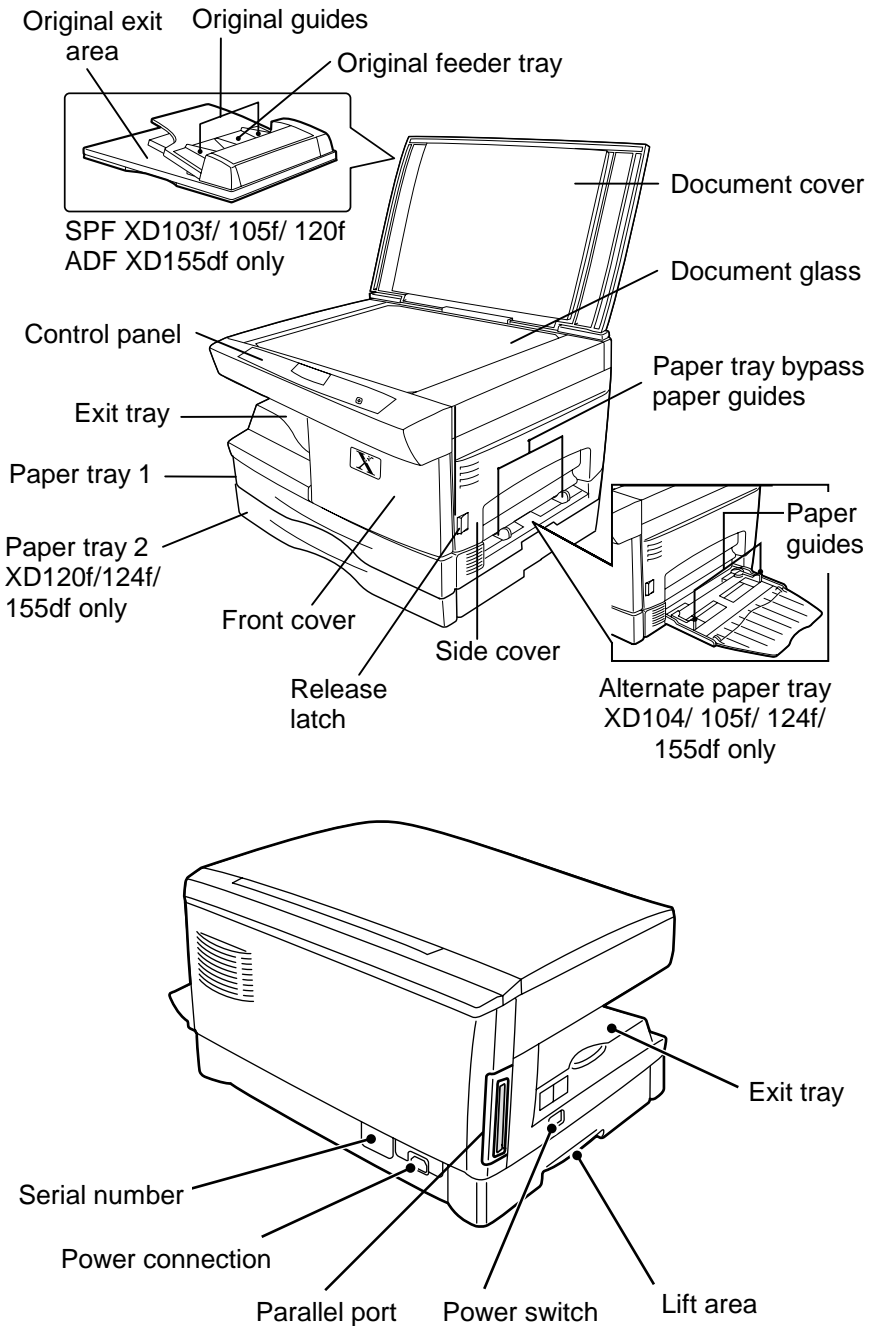- Avoid placing clips or staples on any WorkCentre surface.

### *Maintenance*

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

### *WorkCentre location*

For reliable WorkCentre operation and copy quality, Xerox recommends:

- Place your WorkCentre in a well-ventilated room.
- Recommended environment:
    - Temperature:  50° to 90°F / 10° to 32°C.
    - Humidity:  20% to 85%.
- Place the WorkCentre on a flat, level surface.
- Avoid locations that subject the WorkCentre to:
    - Direct sunlight.
    - Extreme changes in temperature or humidity.

# *Getting to Know Your WorkCentre*

Original exit area

Original guides

Original feeder tray

SPF XD103f/ 105f/ 120f
ADF XD155df only

Document cover

Document glass

Control panel

Paper tray bypass paper guides

Exit tray

Paper tray 1

Paper guides

Paper tray 2
XD120f/124f/
155df only

Front cover

Side cover

Release latch

Alternate paper tray
XD104/ 105f/ 124f/
155df only

Exit tray

Serial number

Power connection

Parallel port

Power switch

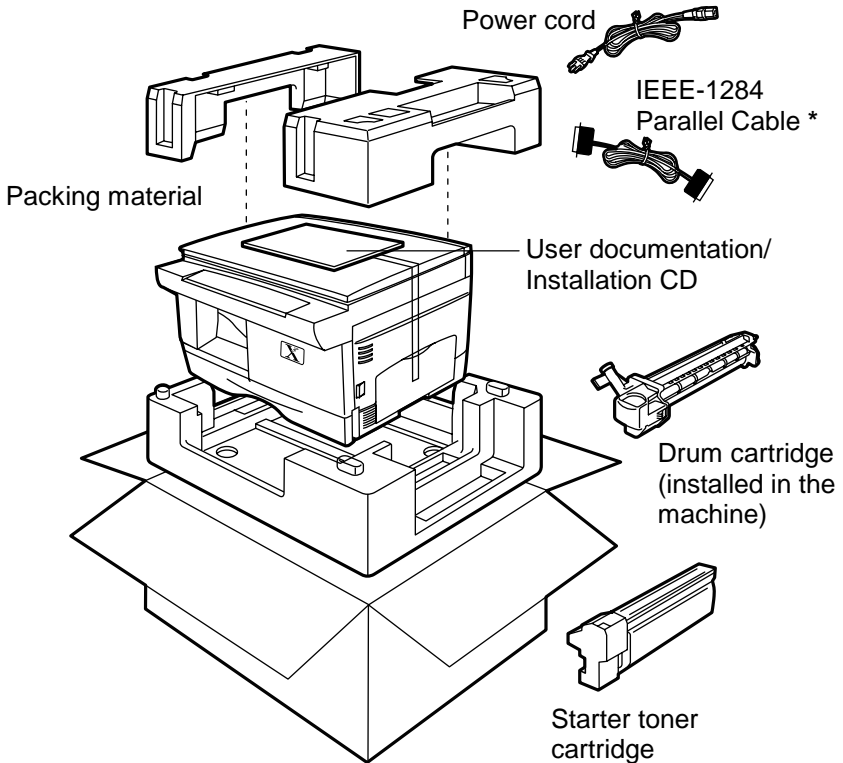Lift area

## *Installation*

As you unpack the WorkCentre, familiarize yourself with its contents.  After
the WorkCentre is installed, and the Ready Indicator is lit, the WorkCentre
is ready to make copies.

**IMPORTANT:**  Save the carton and packing materials.  They should be
used to repack the WorkCentre if it has to be shipped for servicing or in
case you move.

Power cord

IEEE-1284
Parallel Cable *

Packing material

User documentation/
Installation CD

Drum cartridge
(installed in the
machine)

Starter toner
cartridge

**\* Note:**  To ensure reliability of the WorkCentre use the IEEE-1284
compliant parallel cable that is supplied with the machine.  Only cables
labeled "IEEE-1284" can be used with your WorkCentre.
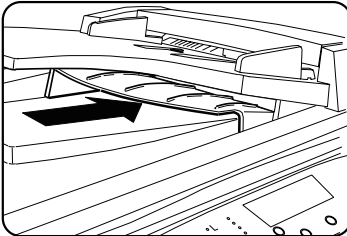
## *Installation (continued)*

Follow the steps below to properly set up your Xerox WorkCentre.
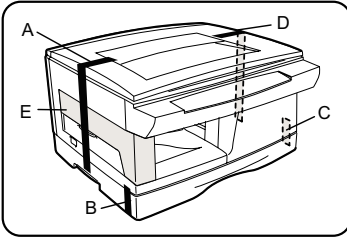
1. Remove the bag from the WorkCentre.

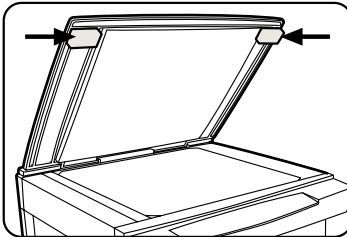2. Remove the pieces of tape **A, B, C, D,** and the packing material **E**.

### XD155df copier only
Remove the tape and the packing material supporting the clear plastic 2-sided tray.
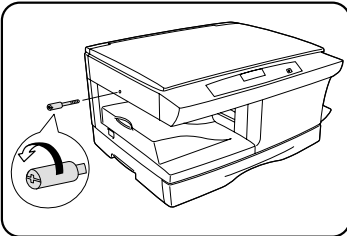
### XD155df copier only
To ensure the 2-sided tray is in the correct position, gently push it in the direction shown by the arrow.

3. Open the document cover and remove the packing materials shown.

4. Unscrew and remove the shipping screw from the left side of the WorkCentre.

**CAUTION:** The WorkCentre will malfunction if the shipping screw is not removed.
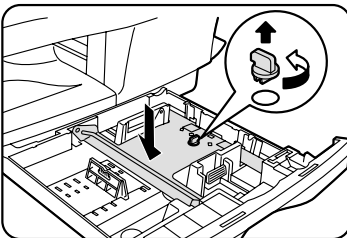
5. Lift and pull open the paper tray. Turn and remove the paper tray button.

**CAUTION:** Paper will misfeed if the paper tray button is not removed.

**For the XD 120f/ 124f/ 155df copier only**
**Note:** Be sure to remove the pressure plate lock from both paper trays.

## *Installation* (continued)

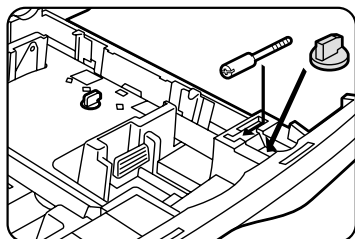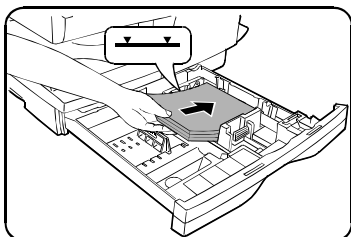6. Secure the paper tray button and the shipping screw in the locations shown.
   - Turn the paper tray button to secure its storage position.

**Note:** Save the paper tray button and the shipping screw. They will be needed if the WorkCentre has to be moved.

7. Load paper into the tray.
   - Refer to the **Loading Paper** section for additional information.
   - Do not fill above the max line.

8. Push the paper tray firmly back into the WorkCentre.

**Note:** Ensure that the alternate paper tray is lowered (XD 104/ 124f/ 155df only).
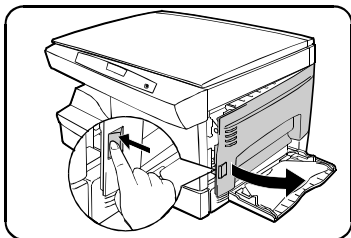
9. Press the release lever to open the side cover.
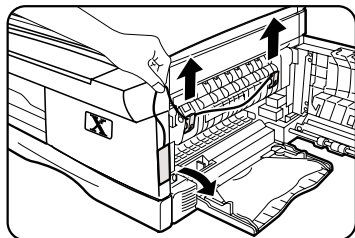
10. Remove the Caution tape from the cover.

11. Remove the two red fuser pins by pulling the string upward one at a time.
    - Discard the fuser pins.

**Note:** Misfeeds will occur if the fuser pins are not removed.

**CAUTION:** Ensure that the side cover is always open before opening the front cover.

12. Press the front cover release buttons to open the front cover.

## *Installation* *(continued)*



13. Remove the starter toner cartridge from the silver bag. Vigorously shake the cartridge to loosen the toner.

   - Thoroughly shaking the cartridge will assure maximum copies per cartridge.

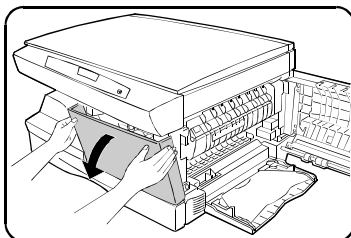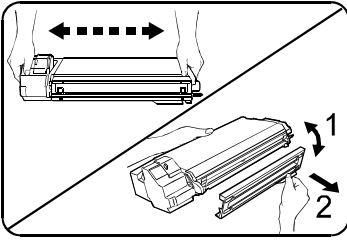   - Xerox has included a Starter Toner Cartridge. Purchased replacement toner cartridges will yield approximately three times the number of copies.

14. Remove the toner cartridge cover.

15. Slide the toner cartridge into the WorkCentre until it locks into place.

16. Close the front cover and the side cover.
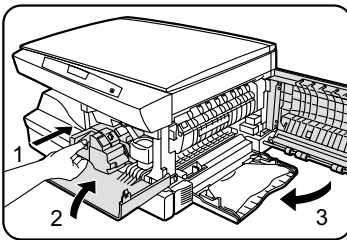


**Skip to the Printer Driver Software Installation section in this User Guide to set up the WorkCentre XD for printing.**
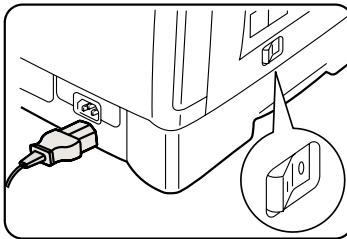
17. Plug the power cord into the WorkCentre and then into a grounded outlet.

18. Turn on the power switch. In approximately two seconds the ready indicator will light. Copying is now possible.



**Note:** Save the carton and packing materials. They should be used to repack the WorkCentre if it has to be shipped for servicing or moved.

# Control Panel
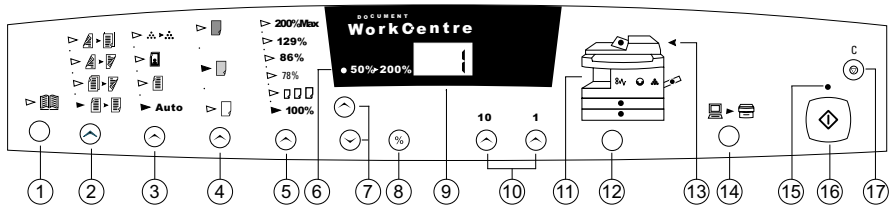


The control panel has keys and lights that are used to control and display the conditions of the WorkCentre.

1.  **Book Mode (XD104/ 124f only):**  Select book mode when you want to make copies from a bound document.

2.  **1-Sided/2-Sided Mode (XD155df only):**  Use the 2-Sided copy feature to make one or two-sided copies from one or two-sided originals. Refer to the **Making Copies on the Automatic Document Feeder** section for detailed information.

3.  **Image Quality Mode:**  The image quality mode is used to maximize copy quality.

    **Auto**– for originals with a colored background or mixed text and graphics.

    **Text** – for originals that contain mainly text.

    **Photo** – for copying photographs.

    **Toner Save** – decreases the overall copy density.

4.  **Copy Contrast:**  Press the contrast keys to lighten or darken copies while in the Text, Photo, or Toner Save settings.  Refer to the **Image Quality** section for detailed information.

5.  **Preset Reduction/Enlargement:**  Press this key to select any of the preset reductions or enlargements.
    - The ⊡⊡⊡ (customer settable) percentage has been set at the factory for 50%.  Refer to **Customizing Your WorkCentre** for information about changing this percentage.

6.  **Percentage Indicator:**  The indicator will light when any reduction or enlargement setting is selected.

## *Control Panel*

7.  **Variable Percentage:** Press the **down** key to **decrease** the percentage. Press the **up** key to **increase** the percentage. Any percentage from 50% to 200% may be selected.

8.  **%:** Press this key to display the reduction/enlargement percentage selected.

9.  **Display Window:** Copy quantity, reduction/enlargement settings, and status codes appear in this area.

10. **Quantity Keys:** Select up to 100 copies. Press the **1** key to increase the quantity by one. Press the **10** key to increase the quantity by 10.
    - To display the number of copies requested during the copy run press the 10 key.
    - Press the Clear key to clear the selected quantity.

11. **WorkCentre Diagram:** Helps you locate areas that require your attention. The indicators will flash in the area requiring attention. For additional information refer to the **Problem Solving** section.

12. **Paper Supply Selection (XD104/ 105f/ 120f/ 124f/ 155df only):** Press to change the selected paper supply. The selected paper supply location will be indicated by a green light on the WorkCentre diagram.

13. **SPF/ADF Misfeed Indicator:** This indicator will light when a misfeed occurs in the SPF or the ADF.

14. **On-line/Off-line Key:** Press this button to alternate between On-line and Off-line status. When the light is lit, the printer is On-line.

15. **Ready Indicator:** When the light is ON (not flashing), the WorkCentre is ready to make copies. When the light is flashing after the Start key is pressed, the WorkCentre is warming up and the copy cycle will begin automatically.

16. **Start:** Press this key to begin copying.
    - The display will change to 1 and increases by 1 as each copy is made.

17. **Clear/Stop:** Press this key to stop the WorkCentre while making copies or to clear copy quantity. If the key is pressed twice quickly, all programming will be cleared.

## *Power Reduction / Auto Clear*

**Power Reduction Modes** automatically reduce power consumed by the WorkCentre when the WorkCentre has not been used for a set period of time.  There are two modes of power reduction; **Power Save**, and **Power Shut-off**.

**Power Save Mode** – The Ready Indicator will flash and the other indicators will remain on.  To copy from the Power Save mode select the desired features and press Start.  The copies will be made automatically.

**Power Shut-Off Mode** – When the WorkCentre enters the power shut-off mode the Ready Indicator will flash and the other indicators will turn off.  To copy from the power shut-off mode, press the Start button, then, select the desired features and press Start again.  The copies will be made automatically.

**Auto Clear** – This WorkCentre is enabled at the factory to return to the Normal Copy Mode approximately one minute after a job is completed. Unless otherwise programmed, the Normal copy Mode settings are as follows:

- Copy Quality – Auto
- Copy Lighter/Darker – Normal
- Priority Tray – Tray 1
- Priority Magnification – 100%
- Quantity Selected – 1

**Note:** Time periods for the Power Shut-Off, Power Save, and Auto Clear modes can be modified to meet your specific copying needs.  Refer to **Customizing Your WorkCentre** section of this User Guide for information about changing these settings.

## *Auto Copy Function*

This function provides the ability to program a copy job while the copier is warming up, or to pause a print job to enable copying.
1.  Program the copy job.
2.  Press Start.
    - The current page will be completed if printing is in process.
3.  When the copy job is completed, press the On-line/Off-line button to immediately return to the print job.

# Paper Specifications

### Paper Storage

**Note:**  Paper affected by humidity, and curled paper can cause jams and copy quality problems.

For reliable copier operation and good copy quality, Xerox recommends that paper be stored:

- on a flat surface.
- in a closed container.
- in a low humidity area.
- tightly wrapped, if the ream is partially used.

The Specifications Chart below provides information about the types of paper that can be used at each of the paper input areas.

| Paper Input | Paper Tray 1 and 2 | Alternate Paper Tray/ Paper Tray Bypass |
|---|---|---|
| Paper Sizes | 5.5×8.5" to 8.5×14" / A5 to 216×356mm | 3.5×5.5" to 8.5×14" / A6 to 216×356mm |
| Paper Weights | | |
| Optimum | 20 lb / 80 gsm | 20 lb / 80 gsm |
| Range | 15 – 24 lb / 56 – 90 gsm | 14 – 34 lb / 52 – 130 gsm |
| Paper Capacities Copy, letterhead, and predrilled | 20 lb / 80 gsm | 20 lb / 80 gsm |
| XD100 | 250 sheets | single sheet |
| XD102/XD103f | 200 sheets | single sheet |
| XD104/XD105f | 250 sheets | multi-sheet |
| XD120f | 2×250 sheets | single sheet |
| XD124/ 155df | 2×250 sheets | multi-sheet |
| Labels, Envelopes, and Transparencies * | No | Yes  (1 at a time) |

* Use labels, envelopes, and transparencies specifically designed for copiers and laser printers (high temperatures).
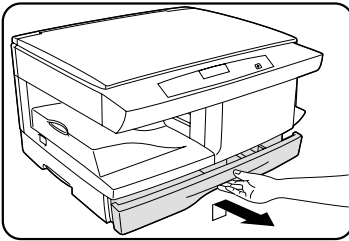
# ⊓ *Loading Paper*

⊓ will flash in the copy quantity display and the green indicator in the copier diagram will flash when:

- a paper tray is empty.
- paper misfeeds: paper has **not** fed all the way into the copier.
- a paper tray is not closed properly.

If the paper has misfed, open the paper tray indicated by the flashing green light on the copier diagram and remove the misfed paper.

- Do not reuse the misfed paper.
- Ensure that the paper is under the corner snubbers.
- Close the paper tray.
- If copying, press the Start key to make the remaining copies.
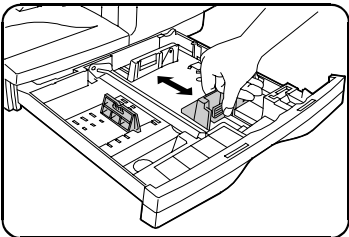- If printing, the job will automatically resume when paper is added.



1. Lift and pull open the paper tray.
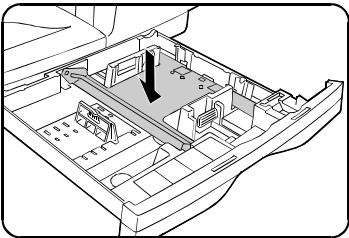


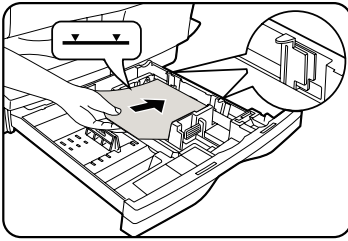2. Push down on the pressure plate until it locks in position.

**Note:** The procedures for loading paper into tray 1 and tray 2 are identical.



3. Adjust the paper guides to the desired paper size.
   - Squeeze the side guide.
   - Lift and insert the rear guide.
   - When adding paper larger than 8.5×11/A4, remove the rear guide and store it in the pocket in front of the side guide.

# ᛈ *Loading Paper*

4. Fan the paper and insert it into the tray.

   • Ensure that the paper corners are under the corner snubbers.

   • Do not fill above the max fill line.

5. Close the paper tray.

6. If copying, press Start to continue. If printing, the job will automatically resume.

   • To cancel the flashing *P* without restarting copying, press the Clear button.

# *Flashing* ᛈ

When the Alternate Paper Tray runs out of paper, or the paper misfeeds, the *P* will flash in the display and the green indicator in the copier diagram will flash.

### *Alternate Paper Tray (XD104/ 105f/ 124f/ 155df only)*
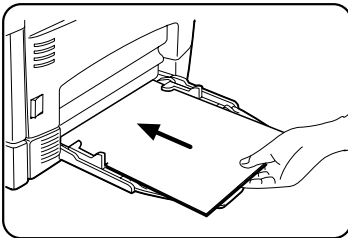
1. Add paper if the Alternate Paper Tray is empty.
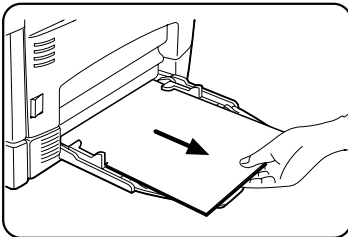
2. If paper has misfed, remove it by carefully pulling the edge of the paper in the direction of the arrow.

3. If copying, press the Start key to continue.

   If printing, press the On-line/Off-line key to continue.

# *Making Copies on the Document Glass*
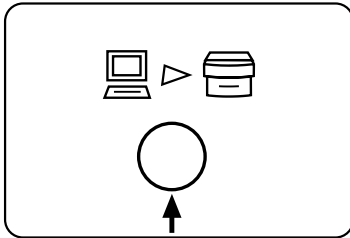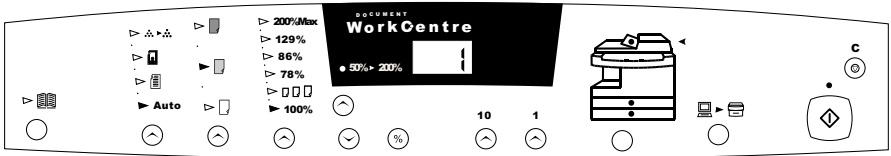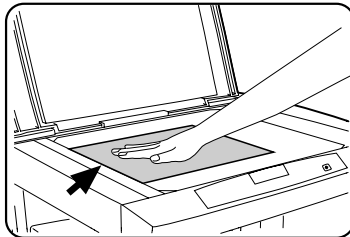


1. Ensure that the WorkCentre is Off-line.
   - The light between the two icons will be **off**.

2. Select the desired copy features from the control panel.

3. Select the number of copies.

   - Press the **10** to increase the quantity by 10.  Press the **1** key to increase the quantity by 1.

   - To clear the selected quantity, press the Clear key.

4. Lift the Document Cover.

5. Place the original **face down** and align it with the registration guide on the document glass.
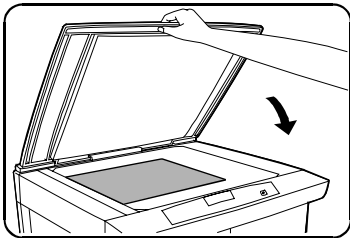
6. Close the Document Cover.

**Note:**  Leaving the cover open while copying will affect copy quality and toner consumption.

7.  Press Start to begin copying.
   - The number in the display window returns to 1 and advances as each copy is made.

## *Making Copies on the Single Pass Feeder* (XD103f/ 105f/ 120f/ 124f)

Use the Single Pass Feeder(SPF) to make one collated copy of originals. The SPF holds up to 30 originals (20 lb/80 gsm) in one job.  Ensure originals are in good condition, and that all staples and paper clips have been removed.  Use the document glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics.  For reliable copying operation, use originals within the following ranges:

**Paper weight range:**  16 to 24 lb/60 to 90 gsm

**Paper size range:**  5.5×8.5"/A5, 8.5×11"/A4 and 8.5×14"/216×353 mm

The SPF comes from the factory with the Auto Start feature enabled.  Refer to **Customizing Your Copier** section of this User Guide for information about changing this setting.
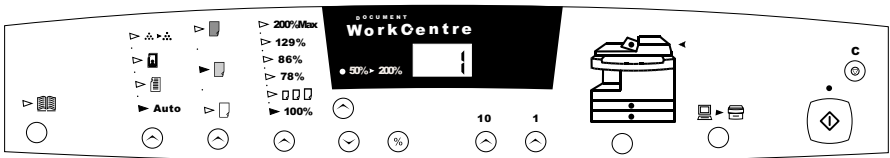


1. Select the required paper tray.

2. Select the desired copy features from the control panel.

    • The maximum copy quantity is 1. Reinsert the originals into the SPF for each set required.

3. Adjust the paper guide to the original size.
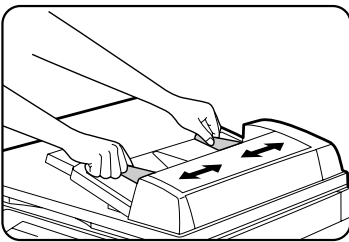


**Note:**  Writing that is very close to the leading or trailing edge of the original may not copy.  Turning the original around in the SPF may help.
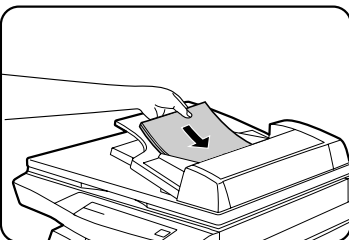
4. Insert up to 30 originals **face up** into the SPF until the green SPF light on the copier diagram comes on.

## Making Copies on the Automatic Document Feeder *(XD155df)*

The Automatic Document Feeder (ADF) allows you to automatically make single sided or two-sided copies.  The ADF holds up to 30 originals (20 lb/80 gsm).  Ensure originals are in good condition, and that all staples and paper clips have been removed.  Use the document glass to make copies from transparencies, facsimile paper, or originals having other unusual characteristics.  For reliable copying operation, use originals within the following ranges:

**Paper weight range:**  16 to 24 lb/60 to 90 gsm

**Paper size range:**  5.5×8.5"/A5 (Short Edge feed only)

8.5×11"/A4 and 8.5×14"/216×353 mm
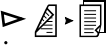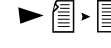
The ADF comes from the factory with the Auto Start feature disabled. Refer to **Customizing Your WorkCentre** section of this User Guide for information about changing this setting.

**Note:**  Automatic two-sided copying is available only in the copying mode, not the print mode.

The available copy options are:

| Icon | Original | Copy | Max Quantity |
|---|---|---|---|
| (2 1) | Two-sided | Single sided | 100 sets |
| (2 2) | Two-sided | Two-sided | 1 set |
| (1 2) | Single sided | Two-sided | 1 set |
| (1 1) | Single sided | Single sided | 100 sets |

#### Single sided original to single sided copies (1 1)

This mode will create single sided copies from your originals.

1.  Place the originals **face up** in the ADF.

2.  Select the icon (1 to 1) and any additional features and the desired quantity.

3.  Press Start to begin copying.

The WorkCentre will produce the requested number of uncollated (1,1,1…2,2,2…3,3,3…) single sided sets.

# Making Copies on the Automatic Document Feeder *(XD155df)*

**Single sided originals to two-sided copies (1 → 2)**

This mode will create two-sided copies from your single sided originals.

1. Place the originals **face up** in the ADF.

2. Select the ▤ ▸ ▨ icon (1 to 2) and any additional features.

   - The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required.

3. Press Start to begin copying.

The WorkCentre will produce one set of two-sided copies.


**Two-sided originals to two-sided copies (2 → 2)**
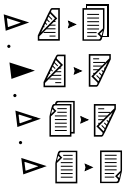
This mode will create two-sided copies from your two-sided originals.

1. Place the originals **face up** in the ADF.

2. Select the ▨ ▸ ▨ icon (2 to 2) and any additional features.

   - The maximum copy quantity is 1. Reinsert the originals into the ADF for each set required.

3. Press Start to begin copying.

The WorkCentre will produce one set of two-sided copies.


**Two-sided originals to single sided copies (2 → 1)**
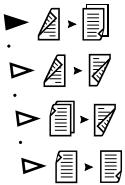
This mode will create single sided copies from your two-sided originals.

1. Place the originals **face up** in the ADF.

2. Select the ▨ ▸ ▤ icon (2 to 1) and any additional features and the desired quantity.

3. Press Start to begin copying.

The WorkCentre will produce the number of uncollated single sided sets that you requested.

## *Manual Two-Sided Copying xD155df only)*

**Important Tip:**  The WorkCentre has been configured to copy onto 8.5×11/A4 paper.  When copying onto any other paper size the image may not be placed properly.  The default paper size for both paper trays is 8.5×11/A4.

You may want to change the default setting for one or both of the trays if you find the factory settings do not meet your needs.  Refer to **Customizing Your WorkCentre** for information about changing the default paper size.
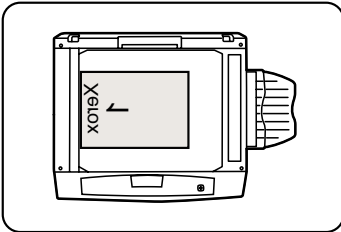


1.  Place side 1 original **face down** on the Document Glass, with the **TOP** toward the **LEFT**.  Lower the document cover.

**Note:**  16 lb / 60 gsm copy paper is not recommended for two-sided copying.
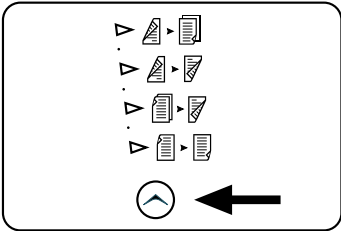


2.  Select the desired 1-Sided/2-Sided mode.

3.  Select the quantity.

4.  Press Start to make side 1 copies.

   - After scanning side 1, the light next to the selected mode will flash to let you know that the WorkCentre is ready to scan side two.
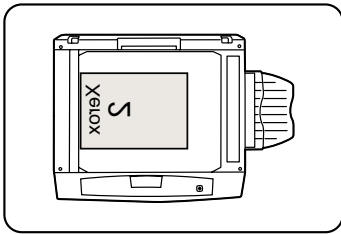


5.  Remove the side 1 original and place the side 2 original **face down** on the Document Glass with the **TOP** toward the **LEFT**.  Lower the document cover.

6.  Press Start.

# *Image Quality*

The image quality features described on this page can be used to improve copies of documents printed on colored paper, photographs, or are of poor quality.

Toner Save ——•▷ ⚶ ►⚶

Photo ——•▷ 🖼

Text ——•▷ 📄

Auto ——•  ▷ **Auto**
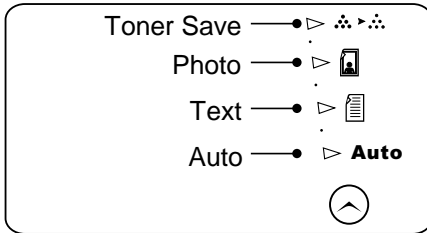
**Auto:**  Use Auto when copying from originals with a colored background or mixed text and graphics.

> **Note:**  When Auto is selected, the copier automatically varies the contrast of your copies.  Lighter/Darker settings are not available.

**Text:**  Use Text to copy documents containing mostly text.

**Photo:**  Use Photo when the originals are photographs.

**Toner Save:**  Toner Save mode lowers overall copy density on each page.  This feature can be used when making draft copies.

### *Copy Contrast*

▷ ▮

✴

▷ ▯
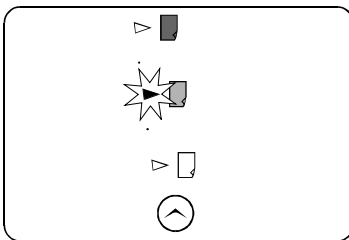
You can vary the copy contrast of your copies in small increments when Text, Photo, or Toner Save settings are selected.

**Note:**  When Auto is selected the copy contrast settings are not available.

Press the copy contrast key to lighten or darken copies while in the Text, Photo, or Toner Save settings.

There are 5 contrast settings represented by 3 indicator lights.  The indicators light up one or two at a time to represent the selected setting.  Successive pushes of the key will change the indicators in successive order.  Darkest, normal and lightest settings are depicted by one indicator.  When 2 indicators are lit, the copy contrast will be mid point between the darker setting and the lighter setting.

# Reduction/Enlargement
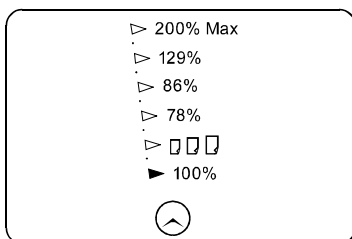


## Preset Reduction/Enlargement

Press the Preset Reduction/Enlargement key to quickly select one of the 6 preset percentages. The customer settable percentage (⌐⌐⌐) has been set at the factory for 50%. Refer to **Customizing Your WorkCentre** for information about changing the default percentage.
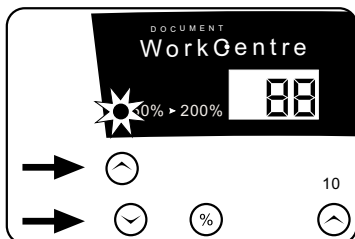


## Variable Percentage

Press the Variable Percentage key to increase or decrease the reduction or enlargement by 1% increments. You may select any percentage from 50 – 200%. Press the % key to display the current percentage. When any reduction or enlargement is selected the variable percent indicator will light.
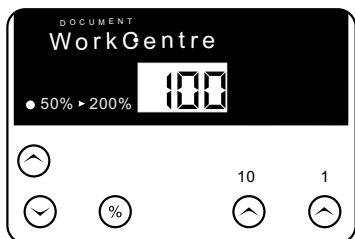


## Display Window

Preset or variable reduction/enlargement percentages appear in the Display Window at the time selections are made. After a few seconds, the reduction/enlargement percent is replaced with the number of copies selected. Press the % key to recall the current reduction/enlargement ratio.

### Reduction/Enlargement Reference Table

| Original Size | Copy Size | % To Use |
|---|---|---|
| $5.5 \times 8.5$ | $8.5 \times 14$ | 154% |
| $5.5 \times 8.5$ | $8.5 \times 11$ | 129% |
| $8.5 \times 14$ | $8.5 \times 11$ | 78% |
| $8.5 \times 11$ | $5.5 \times 8.5$ | 64% |
| A4 | A3 | 141% |
| B4 | A4 | 81% |
| A4/ A3 | A5/ A4 | 71% |

# Copying Oversized Documents

The document cover may be removed in order to position an oversized document on the document glass.

**Note:** If your copier is equipped with a Set Document Feeder or Automatic Document Feeder, the cover cannot be removed.
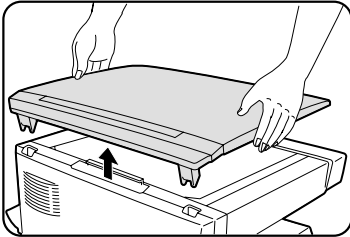


1. Lift the document cover straight up.

   **Note:** Do not leave the cover off for extended periods of time.

2. Reattach the document cover by reversing the above step.

# Book Mode *(XD104/ 124f only)*

This feature is useful when you want to copy facing pages of a document onto separate sheets of paper.  The maximum book size is 10×14" / B4.
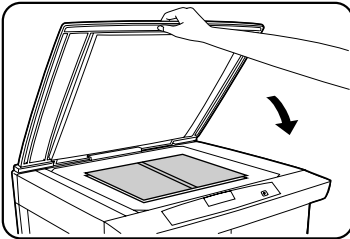


1. Align the center of the document with the book symbol at the center front of the document glass and the green arrow on the left registration guide.
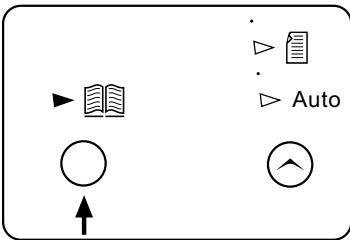


2. Select Book mode, and other desired features.

   • 50 is the maximum copy quantity in book mode.

3. Press Start.

   • The left page will be copied first, then the right page will be copied.

# Paper Tray Bypass *(XD100/ 102/ 103f/ 120f only)*

Use the Paper Tray Bypass to copy onto paper that is different from that loaded in the paper tray and to copy onto special stock such as envelopes, labels, or transparencies.  Stock is fed one sheet at a time into the Paper Tray Bypass.

The minimum copy size is 3.5×5.5"/ A6.  The maximum copy paper size is 8.5×14" / 216×356mm.

**Load special stock as follows:**

**Predrilled paper:**  holes toward the rear of the copier.

**Letterhead paper:**  face down with the top toward the left.

**Envelopes:**  flap side up and toward the rear.

**Labels:**  face down.

**Transparencies:**  removable stripe face up and toward the rear.

• Use labels, transparencies, and envelopes specifically designed for copiers (high temperatures).
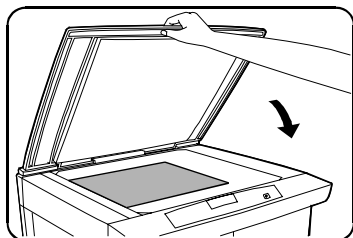


1. Place the original **face down** and align it with the registration guide on the document glass and close the document cover.

    **XD103f/ 120f copiers only**

    Unless the SPF auto start has been disabled, the paper tray bypass cannot be selected.
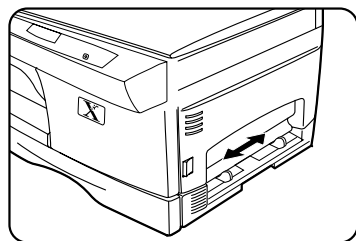


2. Adjust the bypass guide to the width of the copy paper.
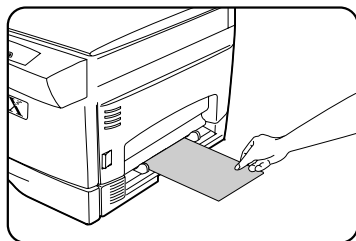


3. Insert a **single sheet** of paper into the paper tray bypass.

    • The paper will feed automatically.

    • When copying continuously, insert the next copy paper as soon as the previous sheet has fed.

## *Alternate Paper Tray* (XD104/ 105f/ 124f/ 155df only)

The alternate paper tray can be used to feed multiple sheets of standard paper, or it can be used to feed single sheets of special or heavy papers such as note cards, transparencies, and labels.

The alternate paper tray holds up to 50 sheets of 20 lb/ 80 gsm paper ranging in size from 3.5×5.5" to 8.5×14"/ A6 to 216×356mm.

**Load special stock as follows:**

**Predrilled paper:** holes toward the rear of the copier.

**Letterhead paper:** face down with the top toward the left.

**Envelopes:** flap side up and toward the rear, one at a time.

**Labels:** face down, one at a time.

**Transparencies:** removable stripe face up and toward the rear, one at a time.

- Use labels, transparencies, and envelopes specifically designed for copiers (high temperatures).
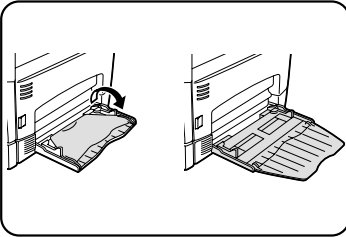


1. Place the original **face down** and align it with the registration guide on the document glass.

2. Lower the alternate paper tray, located on the right side of the copier.

3. Unfold the paper support extension as shown.



4. Adjust the guides to the width of the copy paper.
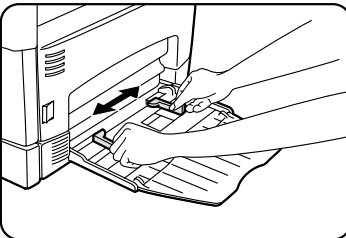


5. Insert the copy paper all the way into the alternate paper tray until it stops (do not force).

   - 50 sheets max.

**Note:** When loading envelopes, labels, or transparencies insert one at a time.

6. Press the Paper Supply button to select the alternate paper tray.

7. Select other required features.

8. Press the Start button.

## *Two-Sided Copying* (for all models except the 155df)
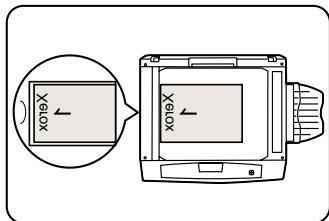


1. Place side 1 original **face down** on the Document Glass, with the **TOP** toward the **LEFT**. Lower the document cover.

**Note:** 16 lb / 60 gsm copy paper is not recommended for two-sided copying.

2. Select quantity required.

3. Press Start to make side 1 copies.
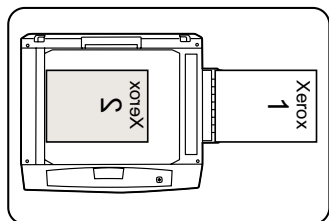


4. Remove the first original and place the second original **face down** on the Document Glass with the **TOP** toward the **RIGHT**, and lower the document cover.

### XD100/ 102/ 103f/ 120f

5. Remove the side 1 copies from the output tray and insert one of the copies **face up**, **TOP** toward the **RIGHT**, into the paper tray bypass. Continue feeding the Side 1 copies until all the two sided copies are made.

### XD104/ 105f/ 124f

5. Remove the Side 1 copies from the output tray and insert the copies **face up**, **TOP** toward the **RIGHT**, into the alternate paper tray.

6. Select the alternate paper tray.

7. Press Start.

# *Envelopes*

Various types and sizes of envelopes can be printed/copied on the WorkCentre XD using the bypass tray or alternate paper tray.

### *Selecting Envelopes*

The construction of envelopes is critical to printing performance and varies widely.  Use high-quality envelopes that are thin and sharply creased.  Test a few envelopes before you purchase large quantities.

**Sizes:** Minimum: 3 x 5" / 76 x 127mm
Maximum 8.5 x 14" / 216 x 356mm

**Hints:** Try to avoid printing over the area where the envelope's three back flaps meet.

### *Printing/Copying on an envelope:*

1. Load one envelope at a time into the paper tray bypass or alternate paper tray.

   • Make sure that the leading edge of the envelope is straight and firmly creased.

   • For the best print quality, position margins no closer than .5"/ 13mm from the edges of the envelope.

2. Slide the envelope into the bypass, flap side up and toward the rear.

**Caution:**  The types of envelopes described below can severely damage your machine.

   • Never use envelopes with clasps, snaps, windows, coated linings, exposed self-stick adhesives, or other synthetic materials.

   • Never use envelopes with glues, inks, and adhesives that could discolor, scorch, or melt when heat is applied.

   • Never try to print on both sides of an envelope.  Jamming and damage can result.

### *Envelope Storage:*

Proper storage of envelopes helps ensure successful feeding and printing.

• Envelopes should be protected from moisture.  Excessive moisture can cause wrinkles and sealed flaps.

• Envelopes should be stored flat.  Air can become entrapped during printing and cause creases to form.  Flat storage helps prevent air entrapment.

# Customizing Your WorkCentre

## Programmable Features

The default settings for various machine features may be changed to suit your individual needs.  All of these features remain set until this process is repeated.

Each of the programmable features, along with its program number and options are contained in the chart below.  The procedure to change the default settings follows the chart.

**Note:**  The procedures written in this manual are based on the factory default settings.

| Feature | Program Number | Option Number * Factory Setting |
|---|---|---|
| **Priority Tray:**  This feature allows you to set the default paper tray.  At power on or auto clear, the copier will return to the selected priority paper tray. *(Model XD104/ 105f/ 120f/ 124f/ 155df only.)* | 0 | 0 – Main paper tray * <br> 1 – Alternate paper tray <br> 2 - Second paper tray |
| **Auto Clear Time Out:**  This feature allows you to select the time it takes for the copier to return to the normal copy mode after a copy cycle is complete. | 1 | 0 – Off <br> 1 – 30 seconds <br> 2 – 60 seconds * <br> 3 – 90 seconds <br> 4 – 120 seconds |
| **Time Out to Power Save:**  When enabled, this feature automatically reduces power used by the copier if the copier has not been used for the set period of time. | 2 | 0 – Off <br> 1 – 45 seconds <br> 2 – 90 seconds * <br> 3 – 2 minutes <br> 4 – 5 minutes |
| **Time Out to Power Shut-Off:**  When enabled, this feature significantly reduces power used by the copier if the copier has not been used for the set period of time. | 3 | 0 – 2 minutes <br> 1 – 5 minutes * <br> 2 – 15 minutes <br> 3 – 30 minutes <br> 4 – 60 minutes <br> 5 – 120 minutes <br> 6 – Off |
| **Default Magnification:**  This feature allows you to make copies slightly larger or smaller than the original, or the same size. | 4 | 0 – 100% * <br> 1 – 99% <br> 2 – 101% |

| Feature | Program Number | Option Number<br>* Factory Setting |
|---|---|---|
| **Default Image Quality:** This feature allows you to select the default Image Quality mode. | 5 | 0 – Auto Exposure *<br>1 – Text<br>2 – Photo |
| **Auto Contrast Adjustment:** The copy contrast range may be adjusted when the copy image is consistently too light or too dark in the Auto Image Quality mode. | 6 | 0 – Lightest<br>1 – Lighter<br>2 – Normal *<br>3 – Darker<br>4 – Darkest |
| **Paper Trail Edge Deletion:** The trail edge deletion can be turned **Off** to accommodate originals that have print to the very bottom edge. When Off, another 4 mm will copy, however the image quality may deteriorate as it gets closer to the bottom edge.<br>When this feature is **On** each time the paper tray is opened edge deletion is disabled for the first copy. Edge deletion is enabled for the following copies. | 7 | 0 – On *<br>1 – Off |
| **Paper Tray Bypass Auto Start:** When enabled, the copier will begin to copy as soon as paper is fed into the paper tray bypass.<br>*(Models XD100/ 102/ 103f/ 120f only.)* | 8 | 0 – On *<br>1 – Off |
| **Single Pass Feeder Auto Start:** When enabled, the SPF will begin to copy as soon as paper is placed in the SPF.<br>*(Models XD103f/ 105f/ 120f/ 124f only.)* | 9 | 0 – On *<br>1 – Off |
| **Automatic Document Feeder Auto Start:** When enabled, the ADF will begin to copy as soon as paper is placed in the ADF.<br>*(Models XD155df only.)* | 9 | 0 – On<br>1 – Off* |
| **Reduction/Enlargement Preset:** This feature allows you to set a specific preset reduction or enlargement setting for the ▯▯▯ key. | 10 | 50 – 200%<br>Default 50% * |

| Feature | Program Number | Option Number * Factory Setting |
|---|---|---|
| **Auto Paper Tray Switching:** When enabled, the copier will automatically switch to another paper tray when the selected tray runs out of paper. *(Model XD104/ 105f/ 120f/ 124f/ 155df only.)* | 11 | 0 – On<br>1 – Off * |
| **Single Pass Feeder Contrast Adjustment/Automatic Document Feeder:** The copy exposure range may be adjusted when the copy image is consistently too light or too dark. *(Models XD103f/ 105f/ 120f/ 124f/ 155df only.)* | 12 | 0 – lightest<br>1 – lighter<br>2 – Normal *<br>3 – darker<br>4 – darkest |
| **Return to Print Mode:** This feature allows you to select the time it takes for the copier to return to the print mode after a copy job is complete. | 14 | 0 – 60 seconds *<br>1 – 90 seconds<br>2 – 120 seconds<br>3 – 150 seconds<br>4 – 180 seconds<br>5 – Off - no time out |
| **Default 1-sided/2-sided Mode:** This feature allows you to select the default copy mode. *(Models XD155df only.)* | 17 | 0 – 1 to 1 *<br>1 – 1 to 2<br>2 – 2 to 2<br>3 – 2 to 1 |

| Feature | Program Number | Option Number * Factory Setting |
|---|---|---|
| **Default copy paper size for 2-sided copying from the document glass:** | | |
| **Top paper tray default:** This feature allows you to select the default copy paper size for the upper paper tray. *(Models XD155df only.)* | 18 | 0 – 8.5 × 14<br>1 – 8.5 × 13<br>2 – 8.5 × 12.4<br>3 – A4/ 210 × 297mm<br>4 – 8.5 × 11 *<br>5 – B5/ 182 × 257mm<br>6 – 5.5 × 8.5<br>7 – A5/ 148 × 210mm |
| **Lower paper tray default:** This feature allows you to select the default copy paper size for the lower paper tray. *(Models XD155df only.)* | 19 | 0 – 8.5 × 14<br>1 – 8.5 × 13<br>2 – 8.5 × 12.4<br>3 – A4/ 210 × 297mm<br>4 – 8.5 × 11 *<br>5 – B5/ 182 × 257mm<br>6 – 5.5 × 8.5<br>7 – A5/ 148 × 210mm |

## *Programmable Feature Settings 0 – 9 and 11 – 18*

To change the programmable features, find the Program Number and the desired Option Number in the Programmable features chart on the previous pages.  Follow the instructions below.

**Note:**  The WorkCentre must be off-line and in the Ready mode.
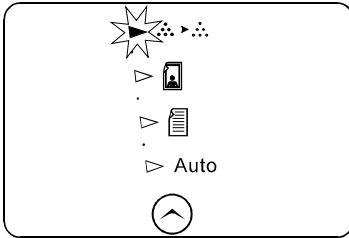
1. Select the Toner Saver mode.
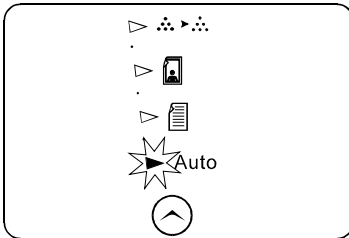
2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.

   • The light next to Auto mode will light.

   • The lights within the WorkCentre Diagram will flash.
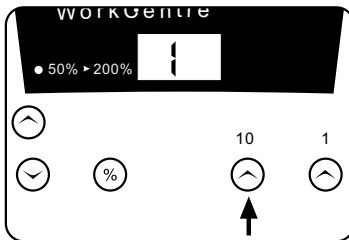
3. Press the 10 key to select the Program Number of the feature to be changed.

   • You will not be given the choice to change an option if your machine does not have the feature.

4. Press Start.

   • The current setting for that program will flash.
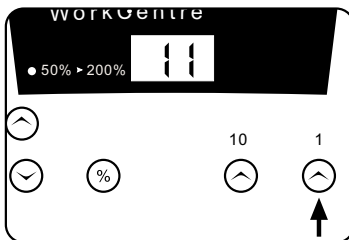
5. Press the 1 key until the option number you want is displayed.

6. Press Start to store the selection.

7. Press the Clear key to continue making other changes.  Press the Image Quality key to return to the copy mode.

## *Programmable Feature Setting 10*

Use the following procedure to change the preset Reduction/Enlargement default setting (□□□).  This feature allows you to set a specific preset reduction or enlargement between 50 – 200%.
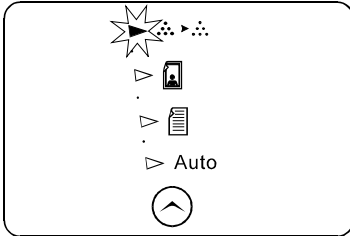
1.  Select the Toner Saver mode.
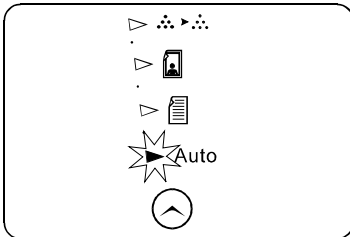
2.  Press again and hold the Image Quality key for approximately 4 to 6 seconds.

    -   The light next to Auto mode will light.

    -   The lights within the WorkCentre Diagram will flash.
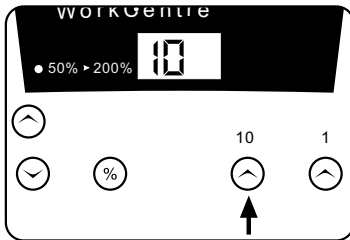
3.  Press the 10 key until the number 10 is displayed.

4.  Press Start.

    -   The current reduction/enlargement setting will flash.
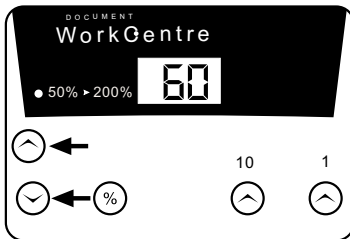
5.  Press the variable percentage keys until the desired percentage is displayed.

6.  Press Start to store the selection.

7.  Press the Clear key to continue making other changes.  Press the Image Quality key to return to the copy mode.

# WorkCentre Care

## Cleaning the Document Glass and Cover

Keeping the document glass clean helps ensure the best possible copies. Xerox suggests that you clean the document glass at the start of each day and during the day as needed.

**CAUTION:** Do not pour or spray water directly onto any part of the copier.
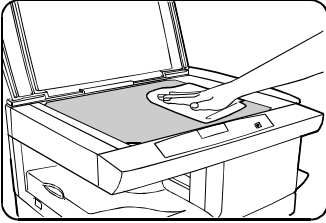
1. Slightly dampen a soft lint-free cloth or paper towel with water.

2. Wipe the surface of the document glass until it is clean and dry.

3. Wipe the underside of the white document cover until it is clean and dry.

4. Close the document cover.

## Cleaning the Corotron Wire

If copies start getting streaks or blotches, the corotron wire may be dirty.
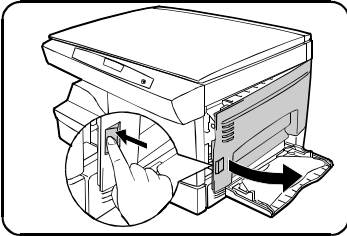
**Note:** Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only).

1. Press the release latch to open the side cover.
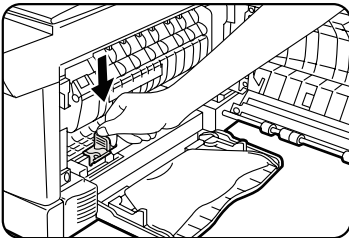
2. Remove the green corotron wire cleaner from inside the copier (near the front corner of the machine).
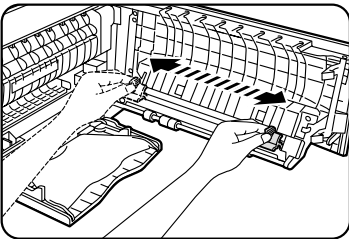
3. Insert the corotron cleaner into the corotron wire unit.

4. Wipe the corotron wire with the corotron cleaning tool as shown.

5. Replace the cleaner and close the side cover.

# ԲI-Բ2 *Single Pass Feeder Misfeed/Automatic Document Feeder*

When a misfeed occurs in the feeder, the red SPF/ADF misfeed indicator flashes on the Copier Diagram, and an A1 or A2 status code will flash in the display window.  The status code indicates the number of originals that must be returned to the feeder after clearing the misfeed.

      A1 status code- refeed the last original.

      A2 status code- refeed the last 2 originals.

This code will disappear when copying is resumed or the clear key is pressed.

Details for clearing the three types of feeder misfeeds are given below.

### Input Misfeed
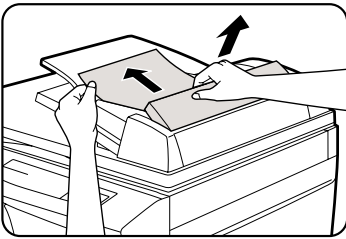
1. Open the feeding roller cover and pull the original gently to the left and out of the document feeder tray.

2. Close the feeding roller cover.

3. Open and close the document cover to clear the misfeed indicator.

4. Press Start to continue copying.

### Exit Misfeed

1. Open the document cover and turn the roller knob to remove the misfed original from the exit area.

**If paper cannot be easily removed, skip to the Roller Misfeed.**

2. Close the document cover.

3. Press Start to continue copying.

### Roller Misfeed
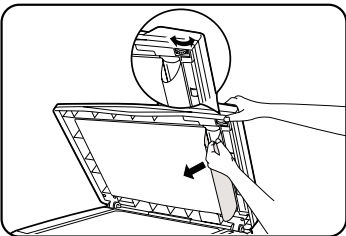
1. Open the document cover and turn the roller knob to remove the misfed original from the document feeder tray or the exit area.  If the original is difficult to remove, gently remove it from under the feeding roller.

2. Close the document cover.

3. Press Start to continue copying.

# ⊗∿ – *E2 Clearing the Paper Path*

When a paper misfeed occurs the red misfeed indicator flashes on the copier diagram, and an E2 status code will flash in the display window. Paper misfeeds may occur in the areas shown below.  Follow the steps below to locate and clear the misfeed.
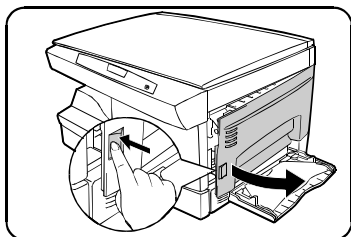


Fuser Area

Exit Area

Paper Feed Area

### *Paper Feed Area*



**Note:**  Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only).

1.  Press the release lever to open the side cover.
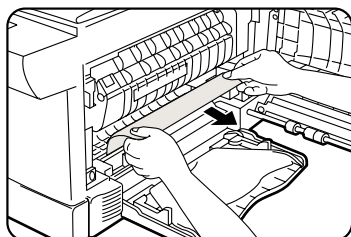


**Caution:**  Do not touch the shiny drum cartridge surface.  Scratches or smudges will result in poor copy quality.

Do not remove paper through the bypass. Unfused toner may adhere in the area, resulting in smudged copies.

2.  Carefully remove the misfed paper in the direction shown.



**Steps 3 – 5 for XD120f/ XD124f only**

3.  Lower the right side tray 2 access door.
4.  Remove the misfed paper.
5.  Close the access door.

**If paper cannot be removed, skip to the Fuser Area.**

6.  Closer the side cover.

***Fuser Area***

**Warning:** The fuser area is hot. Take care when removing paper from the fuser area.

**Note:** Ensure that the alternate paper tray is lowered (XD104 105f/ 124f/ 155df only).
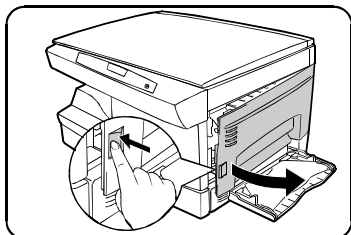
1. Press the release lever to open the side cover.
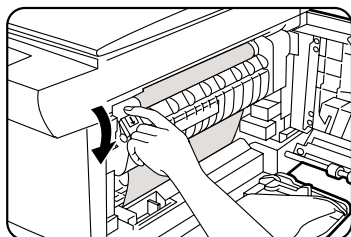
2. Pull down on the fuser lever.
   - This will release pressure on the paper.

**paper is not seen in this area skip to the Exit Area.**
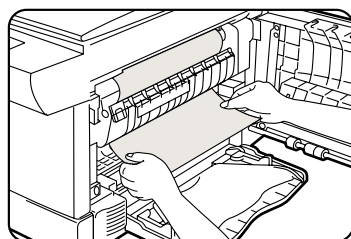
**Caution:** Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies.

3. Remove the sheet of paper, in the direction shown.
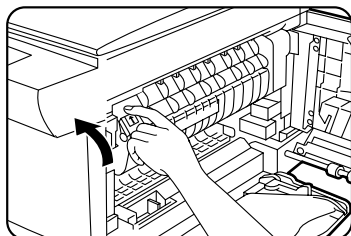
4. Push up on the fuser lever.

5. Close the side cover.

# ℀ – *E2 Clearing the Paper Path* (continued)

## *Exit Area*
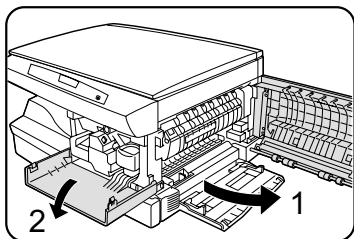


**Note:** Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only).

1. Press the release lever to open the side cover.

2. Press the front cover release buttons to open the front cover.
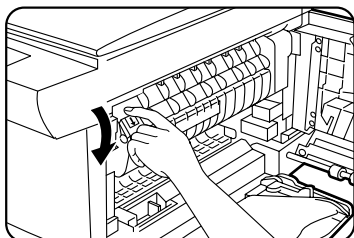


3. Pull down on the fuser lever.
   - This will release pressure on the paper.
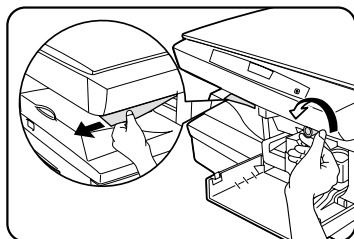


4. Turn the knob in the direction of the arrow to move the paper to the exit area.

5. Gently pull the paper out through the exit area.
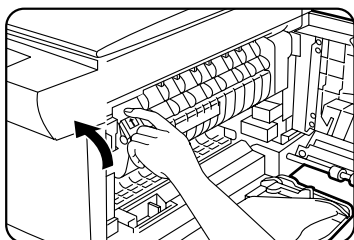


6. Push up on the fuser lever.

7. Close the front cover and side cover.

# ⣿ *Toner Cartridge Replacement*

The toner indicator on the copier diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced.
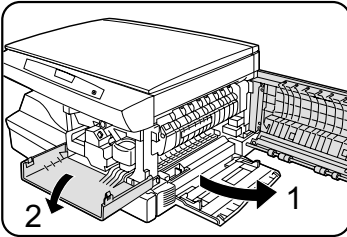


**Note:** Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only).

1. Press the release lever to open the side cover.

2. Press the front cover release buttons to open the front cover.
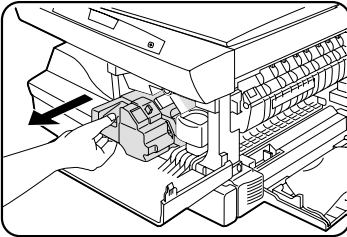


3. Press down on the green lever on the front of the old toner cartridge and pull the cartridge out.

**Note:** Help the environment by recycling your used toner cartridge. Refer to the recycling brochure packed with the Toner Cartridge for details.
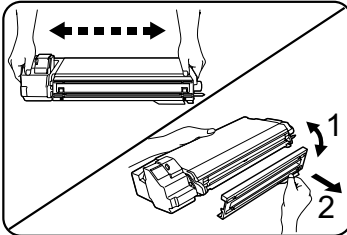


4. Shake the new toner cartridge horizontally four or five times and then remove the cover.
   - Save the box and the cover for shipping.
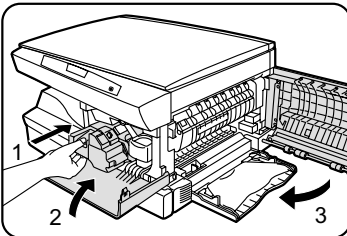


5. Slide the new toner cartridge in until it locks in place.
6. Close the front cover and the side cover.
   - Wait for the ready indicator to light.

# ⬤ *J2 Drum Cartridge Replacement*

The useful life of the drum cartridge is approximately 18,000 copies.  The drum cartridge indicator on the machine diagram lights when the drum is near the end of life.  Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock.  When the J2 Status Code is displayed, the machine will stop operating until the drum cartridge is replaced.
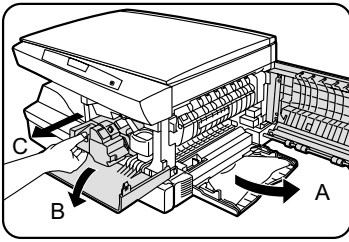


**Note:**  Ensure that the alternate paper tray is lowered (XD104/ 105f/ 124f/ 155df only).

1. Press the release lever to open the side cover (**A**).
2. Press the front cover release buttons to open the front cover (**B**).
3. Press the green button (**C**) on the front of the toner cartridge and pull out the cartridge.

**Note:**  The toner cartridge must be removed before removing the drum cartridge.

4. Pull out the drum cartridge.



**Note:**  Help the environment by recycling your used drum cartridge.  Refer to the recycling brochure packed with the drum cartridge for details.
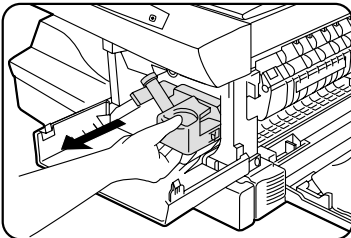


5. Remove the cover from the new drum cartridge.

**CAUTION:**  Do not touch the shiny surface of the drum.
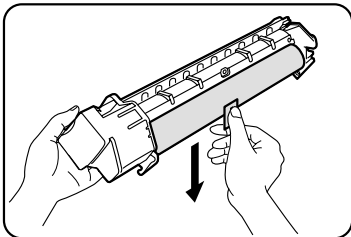


6. Slide the new drum cartridge in place, making sure not to touch the surface of the drum.
7. Reinstall the toner cartridge.
8. Close the front cover and the side cover.
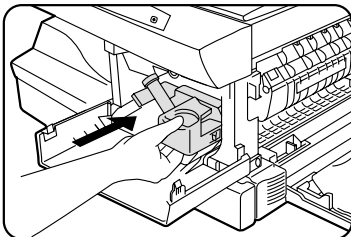
# Counter access

## Total copies/prints remaining on the drum cartridge

This counter displays the total number of copies/prints remaining on the drum in the machine.  The count can be used to determine when to reorder a new drum cartridge.

The count will be displayed in the display window as a sequence of 2-3 digit values.

Example 1:  10,145 copies/prints will be displayed as 010 followed by 145

Example 2:  361 copies/prints will be displayed as 000 followed by 361
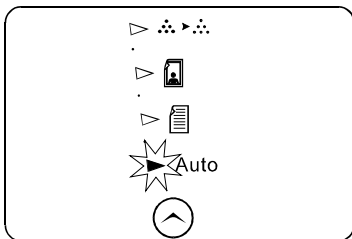
1. Select the Toner Saver mode.

2. Press again and hold the Image Quality key for approximately 4 to 6 seconds.

   - The light next to Auto mode will light.

   - The lights within the WorkCentre Diagram will flash.
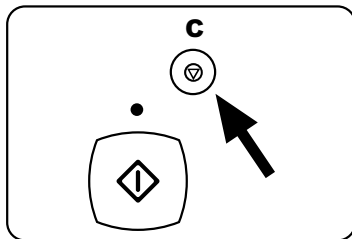
3. Press and hold the Clear key for 5 seconds.

   - The count will continually be displayed until the Clear key is released.  There will be a slight pause at the end, before displaying the count again.

4. Press the Image Quality key to return to the copy mode.

# *Printer Driver Software Installation*

The printer driver software is the program which runs the printer.  It converts the data in the file you want to print into information that the printer can understand.  It also controls communication between the printer and computer as the data is printed.

You will need the following PC hardware and software in order to use the printer driver:

|  | WorkCentre XD Series |
|---|---|
| Computer type | IBM PC/AT or Compatible Computer |
| Operating system | Windows 3.1x, Windows 95/98, Windows NT 4.0 |
| CPU | 486DX 66 MHz or better |
| RAM | 8 MB or more |
| IEEE-1284 parallel cable | To ensure reliability use the IEEE-1284 compliant parallel cable that is supplied with the machine.  Only cables labeled "IEEE-1284" can be used with your WorkCentre. |

**Note:**  If you are using some of the computer's memory as a RAM drive, the printer driver may not be able to allocate the correct amount of memory.  In such a case, reduce the size of the RAM disk, or do not use a RAM disk.

### *If your PC does not have a CD-ROM Drive:*

If you have access to a computer with a CD-ROM drive and a floppy disk drive, the WorkCentre XD CD-ROM has a program to create a set of installation diskettes.

There are several options available to you.  Refer to the order sheet that is packaged with the WorkCentre XD.  This sheet explains how you can:

*   order floppy diskettes from Xerox.
*   download the necessary software from the WEB.

**Note:**  Refer to **Creating WorkCentre XD Floppy Disk Installation Diskettes** section in this User Guide for instructions on making your own floppy diskettes.

**Installation Notes:**

The Printer Driver Installation software cannot be installed using the **Control Panel/Printers** for Win 3.1x or the **Add Printer Wizard** for Win 95/98/NT4.0.  Please use one of the following methods depending on your operating system.

# *Printer Driver Software Installation*
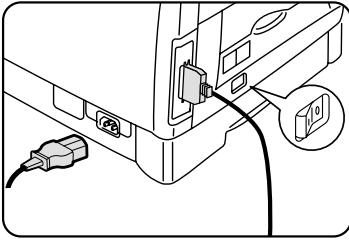


1. Ensure that the computer and the WorkCentre are turned off.

2. Plug the IEEE-1284 cable into the parallel port on the WorkCentre.

3. Plug the other end of the IEEE-1284 cable into the computer.

4. Ensure that the power cord is plugged into the WorkCentre and then into a grounded outlet.

   • Do not attach your WorkCentre to a pass-through port of another device (scanner, CD-ROM drive, tape drive, Zip™ drive or external disk).

5. Turn on the PC.

**Note:** Close all applications before installing the printer driver.

6. Start Windows on your computer.

7. Insert the WorkCentre XD CD-ROM into the CD-ROM Drive.

### **Go to step 8 of the Installation procedure for the software version that you are running.**

## *Installation for Windows 3.1x (continued from step 7)*

8. Choose **File** from the menu bar in Program Manager, and then choose the **Run…** command.

9. Type **D:\SETUP** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

10. Follow the on-screen instructions.

11. When the install is complete, restart Windows and turn on the WorkCentre.

## *Installation for Windows NT 4.0 or 95/98 (continued from step 7)*

8. Click on the **Start** button and then choose the **Run** menu option.

9. Type **D:\SETUP** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

10. Turn on the WorkCentre.

11. Follow the on-screen instructions.

• If you wish to print a test page, ensure paper is loaded and then click the **Yes** button.

# WorkCentre XD Properties (Printer Driver)

The purpose of this section is to provide information about how to access and use the options in the Xerox WorkCentre XD Printer Driver Properties dialog. Use the Xerox WorkCentre XD Properties dialog to change the settings used for printing.

There are several ways to display the Printer Driver dialog, including:

- **Displaying the Driver Properties dialog from an application**
- **Displaying the Properties dialog from the Start Menu**
- **Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor)**

## Displaying the Driver Properties dialog from an application

Control of the driver settings is provided from the Xerox WorkCentre XD Properties (Printer Driver) dialog box. The new driver settings will be active while the application is open. The driver settings will return to the prior values when the application is exited.

Access to the Properties dialog will vary depending upon the application that is in use.

**Note:** The application may override any options that are selected using the Properties Dialog.

**Windows 95/98 and NT:**

1. Click **Print** on the application's **File** menu

2. If not selected, select the **Xerox Document WorkCentre XD** printer

3. Click the **Properties** button

4. Change the print options and click **OK**

**Windows 3.1x:**

1. Click **Print** on the application's **File** menu

2. Click the **Printer Setup** button

3. If not selected, select the **Xerox Document WorkCentre XD** printer

4. Click the **Options** button

5. Change the print options and click **OK**

# *WorkCentre XD Properties (Printer Driver)*

## *Displaying the Properties dialog from the Start Menu*

### **Windows 95/98 and NT**

1. On the **Start** Menu, click **Settings**.  On the Settings submenu, click **Printers**.

2. Right click on the **XEROX Document WorkCentre XD** printer icon and click **Properties**, or click **Properties** from the File menu.

### **Windows 3.1**

1. Double click **Main Program Group**

2. Double click **Control Panel Program Group**

3. Double click **Printers Program**

4. Select **Xerox Document WorkCentre XD**

5. Press **Setup**

## *Displaying the Properties dialog from the Xerox Printer Services Program (Status Monitor)*

### **Windows 95/98 and NT**

1. Click on the **Properties** button in the Xerox Printer Services window

### **Windows 3.1**

1. Click on the **Properties** button in the Xerox Printer Services window

2. This will display the Windows **Printer Program**

3. Select **Xerox Document WorkCentre XD**

4. Press **Setup**

# WorkCentre XD Properties (Printer Driver)

## Properties Tabs

The WorkCentre XD Printer Driver Properties dialog contains four tabs from which you can make selections that best suits your printing requirements.  Below is a brief description of each tab.

**Note:**  Refer to On-line Help for detailed information.

**Paper/Output** — to select desired paper source (tray), number of copies, paper size, document orientation (portrait or landscape), image shift, and output collation.

**Image Quality** — to change the output type (Normal, Photograph, Text, Advanced), Lighten/Darken, contrast and resolution.

**DOS Emulation** — to configure the host-based DOS emulation control parameters.  This is used to support printing for DOS applications running in a Windows environment.

**About** — to display the driver version and copyright information.

## On-Line Help

The WorkCentre XD Series Printer Driver includes a comprehensive on-line help system, designed to answer all your questions about using the Xerox WorkCentre XD Properties dialog.

The help system is your on-line user guide, providing complete introductory and reference information.  It also provides troubleshooting information, in case you should run into any problems.

When you have a question simply click on the Help button on the Xerox WorkCentre XD Properties dialog.

The main Help Topics window will be displayed.

## ? Printer Driver Help *(Windows 95/98 and NT)*

To view an explanation of any field or button in the dialog window:

1. Click the ? icon located in the upper right corner of the dialog window, and release the mouse button.
   - The cursor will change to a question mark.
2. Place the question mark on the field or button that you want defined, and release the mouse button.
   - The on-line Help file will display information on the selected subject.

## *Creating WorkCentre XD Floppy Disk Installation Diskettes*

If floppy diskettes are required to install the WorkCentre Printer Driver Software, the user can order floppy diskettes or create a set of diskettes from CD-ROM.

To create a set of WorkCentre XD Printer Driver floppy Diskettes, find a PC that has a floppy diskette drive with a CD-ROM drive and follow the procedure below.  Four or five blank high density diskettes will be required.

### Windows 3.1x:

1. Insert the **WorkCentre CD-ROM**  into the CD-ROM Drive.

2. Choose **File** from the menu bar in Program Manager, and then choose the **Run…** command.

3. Type **D:\MAKEDISK\MAKEDISK.EXE** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

4. Follow the on-screen instructions.


### Windows 95/98 and Windows NT 4.0:

1. Insert the **WorkCentre CD** into the CD-ROM Drive.

2. Click on the **Start** button and then choose the **Run** menu option.

3. Type **D:\MAKEDISK\MAKEDISK.EXE** (or the appropriate drive letter depending on your CD-ROM Drive) in the command line box. Click on the **OK** button to proceed.

4. Follow the on-screen instructions.

To use the Floppy Disk Installation Disks created, follow the same procedure for your operating system but refer to the floppy disk drive (A: B:) rather than the CD-ROM drive (D:).

# *Enabling High Speed Printer Communications*

Your Xerox WorkCentre XD Digital Copier/Printer has been designed to provide excellent copy and print quality with high productivity. To ensure the highest print performance, the Xerox WorkCentre XD Digital Copier/Printer was designed to take advantage of high speed parallel port communications between your personal computer and your Xerox WorkCentre XD Digital Copier/Printer. This can be accomplished by enabling the **Extended Capabilities Port (ECP)** mode for your personal computer parallel port (LPT1, LPT2 etc.).

### What is ECP?

ECP is a particular type of personal computer interface for printers that was established by the IEEE-1284 standard. Personal computers with this type of printer interface can enable printing up to four times faster than personal computers without ECP.

### How do you know if ECP is enabled on your computer?

Many computers will give a status of the printer port settings through the Windows™ control panel and printer settings folders. Others may give the status by special software on the personal computer to view BIOS settings or CMOS settings. When you install the Xerox WorkCentre XD Digital Copier/Printer driver software on your personal computer, the install software will automatically check your personal computer for you. If your personal computer is not running in ECP mode, the driver software will remind you that higher printing performance would be achieved if ECP were enabled.

### How will your printing performance be affected if you do not have an ECP compatible personal computer, or if you do not enable ECP mode?

Since the rated print speed of the Xerox WorkCentre XD Digital Copier/Printer has been verified with ECP mode, the only effect you may notice is a slight reduction in the print speed.

### Are there any other requirements for ECP mode?

Always use an approved IEEE-1284 compliant cable (as the one supplied with your Xerox WorkCentre XD Digital Copier/Printer). Never use (scanners, CD devices, tape drives, switch boxes, etc.) attached to the same port as the XD series operate. Each device should be on a separate parallel port (LPT1, LPT2 etc.) for the greatest reliability.

### What can you do if your personal computer does not appear to have ECP mode enabled?

1) Check your personal computer documentation for a description of this feature. Particularly look for BIOS and/or CMOS settings, etc.

2) Call your personal computer's manufacturer. Be prepared with the model number and serial number.

3) Contact a computer sales or service near you, and inquire about an ECP board option for your personal computer that will allow your personal computer to operate in this mode.

# Problem Solving

## Problem Solving Chart

The following chart lists some conditions that may occur and the recommended solutions.  Follow the suggested solutions until the problem is corrected.  Refer to the Status Code Chart in this section for status code information.  If the problem persists, please refer to the **Information** section for the appropriate telephone numbers.

| Condition | Suggested solutions |
|---|---|
| **Ready** indicator does not light. | Check that the WorkCentre is plugged into an electrical receptacle. |
| | Ensure that there is power to the receptacle and that the WorkCentre power is in the ON position. |
| Copies are too light or too dark. | If the original is light, select the lower copy contrast position to darken the background of the copies. |
| | If the original is dark, select the upper copy contrast position to lighten the background of the copies. |
| Smears, lines, marks, or spots on copies. | If defects are on the original, press the copy contrast key to lighten the background of your copies. |
| | If no defects are on the original, clean the document glass and underside of the document cover.  (Refer to **WorkCentre Care**.) |
| | If the above solutions do not help, clean the corotron wire. (Refer to **WorkCentre Care**.) |
| Copy image is skewed. | Ensure that original is positioned correctly on document glass. |
| | Check that copy paper is loaded correctly. |
| Blank copies. | Ensure that the original is face down on the document glass. |
| | Check for a broken corotron wire.  Refer to **WorkCentre Care** section for the location of the corotron wire. |

| Condition | Suggested solutions |
|---|---|
| Image rubs off the copy easily. | Replace the paper in the tray with paper from a new package. |
| | In high humidity areas do not leave paper in the WorkCentre for extended periods of time. |
| Frequent copy paper jams. | Fan the stack of paper, then turn it over in the tray. |
| | Replace paper in paper tray with a fresh supply. |
| | Check/adjust paper guides. |
| | Ensure that the paper is the proper paper weight.  20 lb / 80 gsm bond paper is recommended. |
| | Check for copy paper or pieces of copy paper remaining in the WorkCentre after a paper jam has been cleared.  (Refer to **Clearing the Paper Path**.) |
| The three trouble indicators are lit in the WorkCentre diagram. | The machine is in the program mode.  Press the Image Quality key to exit. |
| Toner yield is lower than expected and the Toner Indicator is on. | Toner may be lodged in the cartridge. Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle.  Take care not to touch the exposed toner on the left side of the cartridge. |
| Fewer copies from the Toner Cartridge than expected. | Originals contain pictures, solids, or heavy lines. |
| | Originals are forms, newsletters, books etc. |
| | The WorkCentre is being turned on and off frequently. |
| | The document cover is being left open while copies are being made.  (Refer to the **Toner Cartridge Yield** section.) |

# Problem Solving

## Status Code Chart

| Status Code | Suggested Solution |
|---|---|
| P | Ensure that there is paper in the selected paper tray. Ensure that the Paper Tray is closed properly. <br><br> Paper may not have fed all the way into the WorkCentre. (Refer to **Loading Paper and Flashing P**.) |
| E2 <br> ○W | Copy paper has misfed. (Refer to **Clearing the Paper Path**.) |
| J1 <br> •••• | The toner indicator on the copier diagram will light when the toner supply is low. Approximately 10 more copies can be made, but you should have a replacement cartridge in stock. When the J1 status code is displayed, the machine will stop operating until the toner cartridge is replaced. |
| J2 <br> ◯ | The drum cartridge indicator on the machine diagram lights when the drum is near the end of life. Approximately 1,000 more copies can be made, but you should have a replacement cartridge in stock. When the J2 status code is displayed, the machine will stop operating until the drum cartridge is replaced. |
| C1 | The front or side cover is open. Close the cover. |
| CH | Install the toner cartridge. |
| A1 – A2 | Remove misfed paper from the Single Pass Feeder. Refer to **A1 – A2 Single Pass Feeder Misfeed/Automatic Document Feeder** for detailed instructions. |
| L1 | Ensure that the shipping screw is removed. |
| E7 <br> H2 – H4 <br> L3 – L5 <br> U2 – U5 | Switch OFF the Main Power. Wait approximately 5 seconds. Switch ON the Main Power. If the status code continues, call for service. |

# Problem Solving

## Printing Solution Chart

| Problem | Probable Cause | Remedy |
|---------|----------------|--------|
| The WorkCentre does not print | The IEEE-1284 Parallel cable is not connected properly. | Check the cable connection. |
| | The IEEE-1284 parallel cable is defective. | Check the cable with a computer and printer that work.  If printing is still not possible, replace the cable. |
| | The port setting is incorrect. | Check the printer settings in the Windows Control Panel to make sure that the print job is being sent to the correct port. (For Example: LPT1.) |
| | The toner and drum cartridges are not installed properly. | Check that the toner and drum cartridges are installed properly. |
| | The printer driver may not be installed properly. | Reinstall the WorkCentre printing software. |
| | The parallel port cable specifications may not be correct. | Use the IEEE-1284 parallel port cable supplied with the machine or replace it with an IEEE-1284 compliant cable. |
| Half of the page is blank | The page layout is too complex. | Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer. |
| | The page orientation may be incorrect. | Change the page orientation in the printer setup dialog. |
| | There may be too many applications open. | Try closing other applications before printing. Reduce resolution from 600 dpi to 300 dpi. Install more RAM in the computer. |

| Problem | Probable Cause | Remedy |
|---------|----------------|--------|
| | The computer CPU specification may be incorrect. | Check that the computer meets the minimum specification. |
| Printing is too slow | The computer parallel port may not be set for high speed communications. | If your computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the **Enabling High Speed Printer Communications** section and your computers user guide. |
| | If using Windows 3.1x, the background printing item in the options menu of print manager may be set incorrectly. | Select Background Printing from the options menu of print manger. |
| | If using Windows 95, the spool setting may be set incorrectly. | Point to the Start Task bar and then click Settings then Printers. Click the Xerox Document WorkCentre XD with the right mouse button. Click Properties and then spool settings on the details tab. Select the desired setting from the available choices. |
| | Computer may not have enough memory (RAM). | Install more RAM in your computer. |
| | Print Job to large | Reduce resolution from 600 dpi to 300 dpi. |
| Irregular faded patches of print | There is a paper quality problem. | Use only paper that meets the specifications required by the printer. |
| | Toner may be unevenly distributed. | Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. |
| Black staining | There is a paper quality problem. | Use only paper that meets the specifications required by the WorkCentre. |

| Problem | Probable Cause | Remedy |
|---------|----------------|--------|
| Character voids | The paper may be too dry. | Try printing with a different batch of paper. |
| Background scatter | The paper may be too damp. | Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air. |
| | Printing over uneven surfaces. | If printing onto envelopes, change your printing layout to avoid printing over areas that have overlapping seams on the reverse side. |
| Missing characters | The paper may be too damp. | Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air. |
| Back of printout is dirty | The transfer roller may be dirty. | Print a few blank pages to clean the transfer roller. |
| Incorrect fonts | TrueType fonts may be disabled. | Use the Fonts dialog box in the Control Panel to enable TrueType fonts. |
| Faded graphics | Toner may be low. | Remove the toner cartridge and shake it gently to evenly distribute the toner. Then reinstall the toner cartridge. Ensure that you have a spare toner cartridge. |

## *Technical Data*

| |
|---|
| Original Size:  Maximum 10×14" / B4 |
| Copy Ratio Percentages:1:1 ± 1%<br>                              Preset:    50*, 78, 86,100,129, 200  customer settable<br>                              Zoom:     50 – 200 |
| Paper Size and Weight<br>    Tray 1 and Tray 2<br>         5.5×8.5 to 8.5×14"/ A5 to 216×356mm<br>         15 - 24 lb / 56 - 90 gsm<br>    Paper Tray Bypass<br>         3.5×5.5" to 8.5×14"/ A6 to 216×356mm<br>         14 – 34 lb / 52 – 130 gsm |
| Copy Rate (8.5×11" / A4 and smaller)<br>    XD100/ 102/ 103f/ 104/ 105f:    10 copies/minute<br>    XD120f/ 124f:                          12 copies/minute<br>    XD155df:                                15 copies/minute |
| Print Rate (8.5×11" / A4 and smaller):  8 prints/minute |
| Paper Tray Capacity          Paper Tray          Paper Tray Bypass<br>    XD100/ 103f:          250                  1<br>    XD102:                  200                  1<br>    XD104/ 105f:          250                  50<br>    XD120f:                 2×250                1<br>    XD124f/ 155df:       2×250                50 |
| First copy output time: 9 seconds (warm)   23 seconds (cold) |
| Electrical Requirements: AC 120V ± 10%, 50/60 Hz, 9.5A |
| Machine Dimensions          Width × Depth × Height<br>    XD100/ 102/ 104:       20.5 × 18 × 12"/ 51.8 × 45.1 × 30.3cm<br>    XD103f/ 105f:            20.5 ×19.3 × 14.9"/ 51.8 × 49.1 × 37.9cm<br>    XD120f/ 124f/ 155df:   20.4 × 19.3 × 18.3"/ 51.8 × 49.1 × 46.4cm |
| Machine Weight  (Includes Drum and Toner Cartridge)<br>    XD100/ 102/ 104:       40.9 lbs / 18.6kg<br>    XD103f/ 105f:            48.5 lbs / 22kg<br>    XD120f/ 124f:            55 lbs / 25kg<br>    XD155df                   57.2 lbs / 26kg |
| Power Consumption:  Max: 1.0kW<br>               Shut off mode: 20 Watts |